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1. PROGRAM MANAGEMENT FOR A CONTRACTOR MANAGED CHILD DEVELOPMENT PROGRAM

A. Performance Requirements and Expectations

Program Administration and General Operating Conditions

Objective: To outline performance requirements and identify the level of expectation for operating a quality child development program that complies with Department of Defense (DoD) standards.

- a) Child eligibility for program admission includes children of active duty military, DoD civilians, reservists on active duty, and DoD contractors.
 - Installation Commanders have the authority to establish a priority system for their installation with the first priority given to children of active duty military and DoD civilians.
- b) The government will establish at each installation a memorandum of agreement (MOA) identifying the areas of support and services available to the child development program from sources not on the installation. **See Appendix C-1 Sample Installation MOA.**
- c) All program record keeping shall be in compliance with the HQ DLA Quality of Life program and the records management standard operating procedures. Outsourced program records will contain copies of the Center's State licenses and National Association for the Education of Young Children (NAEYC) accreditation certificate and an Emergency Evacuation Plan.
- d) The contractor shall comply with current DoD and HQ DLA child care regulations, instructions, amendments, updates and

guidance. Any future changes in the DoD or HQ DLA guidance will be implemented through a contract modification.

- e) The contractor shall provide information pertinent to the HQ DLA Child Development Program (CDP) annual report to the Child Development Services Coordinator (CDSC).
- f) After the contract start date, the Child Development Services Coordinator (CDSC) or Child and Youth Development Program Coordinator (CYDPC) will be responsible for contract oversight and monitoring to include, but not limited to, the following areas:
 - Review contractor progress toward attaining or retaining DoD certification and NAEYC accreditation.
 - Monitor contractor compliance with such activities as staff training, maintaining staff-child ratios, verification of staff background screening and staff health assessments.
 - Monitor the government provided training in the areas of:
 - Risk prevention—Child abuse training and the use of the Child Abuse Risk Assessment Tool (CARAT)
 - Health—Medication administration, recognizing communicable disease, First Aid and CPR
 - Sanitation—Sanitizing practices
 - Food service sanitation
 - Fire prevention—Fire prevention, emergency evacuation procedures, and use of fire extinguishers
 - Safety—Use of classroom safety checklists, use of material safety data sheets, universal precautions

- for handling of blood and other potentially infectious body fluids.
 - Conduct periodic assessments of general center operating procedures and policies, quality developmental programming and a quarterly review of program financial statements.
 - Coordinate and conduct an annual program review using the Child Development Program Evaluation Tool (CDPET) Requirements. Outsourced programs will be visited bimonthly by the Installation COR/Coordinator. Visits will be documented with the signature of the Center or program manager and the Installation COR/Coordinator.
 - The installation evaluation team will consist of representatives from a minimum of the following: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The installation evaluation team will assess their individual areas simultaneously.
 - Conduct follow up inspections to ensure corrective actions were accomplished.
 - The CDSC/CYDPC will coordinate the development of a five-year plan, which identifies the target goals for the availability of child care spaces on the installation. The installation five-year plan is due to HQ by November 1st of each preceding year.
- g) Government personnel, from such organizations as Inspector General, DoD, HQ DLA or other personnel designated by the commanding officer are authorized to observe/review/assess contractor operations.
- h) The Government reserves the right to conduct and oversee announced and unannounced observations and inspections of the child development program. There will be a minimum of four unannounced inspections annually. The contractor shall be responsible for compliance and correction of all contractor deficiencies noted during inspections within the

assigned timeframe. The government shall be responsible for compliance and correction of all government deficiencies noted during inspections within the assigned timeframe.

- Installation proponents or those identified in the installation MOA or written agreement plan will conduct monthly inspections in such areas as child abuse/neglect prevention, early childhood development curriculum, food service, sanitation, health, facilities, fire, and safety. (Safety inspections will be conducted monthly by the CDSC/CYDPC and quarterly by the safety office.) Health and sanitation inspections will be conducted monthly.
- An inspection team from HQ DLA will conduct unannounced inspections at least every 12 months or as deemed appropriate at each installation.
 - The HQ DLA inspection team will consist of representatives from a minimum of the following areas: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The HQ DLA evaluation team will assess their individual areas simultaneously.
- These inspections will result in certification of a program by DoD or a suspended fix, waiver, or closure for major discrepancies found during the HQ DLA inspection process.

B. Facility Information

- a) Contractor furnished equipment
- The equipment the contractor needs to provide will be detailed in the contract.
- b) Contractor furnished personnel, services and supplies
- The contractor shall be responsible for providing the personnel services and supplies needed for the daily operation of the child development center. This

includes: direct care services, management oversight, a training and curriculum specialist, administrative support services, food service, curriculum, expendable supplies such as gloves, food, paper, glue and other art supplies, office and art supplies, books, paper towels, toilet paper, soap, and other expendable items necessary for daily operations.

- Maintain an organized and clean physical environment. All areas shall be properly utilized and maintained and neatly organized. Activity rooms or corridors shall not be used to store carts or facility equipment when not in use.
 - A key control system shall be in place to monitor and control access to the facility and areas (adult toilets, janitor closets, laundry rooms, storage areas, etc.) as well as tracking the assignment of facility keys.
- c) Maintenance, repair and replacement of equipment
- The maintenance and repair and replacement of equipment will be the responsibility of the party who originally purchased the items.
 - Any replacement equipment shall meet or exceed the quality of the original equipment and meet all the safety requirements used to select the original equipment.
- d) Policies and procedures shall be implemented and enforced regarding internal controls and property and food inventory. Any discrepancies or concerns regarding internal controls or inventory status shall be reported immediately and followed up with a written corrective action report.

C. Financial Management and Reporting Requirements

1. Fees

Objective: To ensure compliance with the DoD fee policy and to ensure procedures are in place for the accurate and timely collection and reporting of fees and submission of financial reports.

- a) Fees shall be assigned to patrons based on total family income and according to the most current DoD fee scale. Upon enrollment, parents will acknowledge fee charges and collection procedures.
- b) A written policy describing the DoD fee scale and collection of fees shall be documented and made available to parents.
 - The policy will describe fee collection time frame, late fees, bad check charges, and consequences for continuous delinquent payments or withdrawal without appropriate notification.
 - Parents shall pay the same rate regardless of their child's age group category. Parent fees shall be inclusive with no separate or additional charges for food, field trips, supplies, etc. Parents may be charged a meal fee when they are eating a meal with the children.
 - Child development programs may offer up to 20 percent multiple child discounts and a discount associated with a specific level of volunteer hours. Discounts will be tracked by the CDSC/CYDPC and only apply to one parent per family.
 - Center management will handle fee policy and collection of fees.
 - Upon referrals by the contractor to the CDSC/CYDPC, hardship cases will be addressed on a case-by-case basis by the installation chain of command.

2. Contractor Managed Workbook

Objective: Assist the child development program in establishing the most efficient organization (MEO), in vendor selection and to standardize and automate financial analysis and reporting on a quarterly basis.

- a) The Workbooks have been developed using Microsoft Excel 97. Each contains 11 linked worksheets and 4 quarterly summary reports. The workbooks cover a one-year period. All of the worksheets are designed with a focus on quarterly reporting and will require projected and actual data to be entered.
- b) For the Contractor Managed Child Development Program, the vendor information that was entered into worksheets during the Request for Proposal (RFP) selection process will serve as the “projected data.”
- c) Once the MEO (or contract) is underway, actual data will be filled in on a quarterly basis providing a comparison of projected versus actual. The worksheets and quarterly summary reports will serve as the DLA HQ quarterly reports.

The following is a brief summary of the worksheets contained in the workbook:

Worksheet #1. Full Day Facility Utilization Summary and Direct Caregiving Staff Calculation—MEO

Provides detail about the facility lay out, summarizes optimal enrollment at capacity by age group and calculates the direct staff required.

Worksheet #2. Part Day Facility Utilization Summary and Direct Caregiving Staff Calculation—MEO

Provides detail about the facility lay out, summarizes optimal enrollment at capacity by age group and calculates the direct staff required.

Worksheet #3. Summary of Wait List/Projected Demand versus Capacity

Summarizes wait list and projected demand information by age group. Provides a comparison of wait list and projected demand to the MEO optimal enrollment.

Worksheet #4. Full Day Facility Utilization Summary and Direct Caregiving Staff Calculation

Provides detail about the facility lay out and how it is projected to be used. Summarizes projected enrollment by age group for each quarter. Calculates and summarizes the direct staff required.

Worksheet #5. Part Day Facility Utilization Summary and Direct Caregiving Staff Calculation

Provides detail about the facility lay out and how it is projected to be used. Summarizes projected enrollment by age group for each quarter. Calculates and summarizes the direct staff required.

Worksheet #6. Summary of Projected Enrollment versus Actual Enrollment

Provides a comparison by age group of projected versus actual enrollment on a quarterly basis.

Worksheet #7. Staffing Summary

Shows required number of staff by title based on enrollment projections for each quarter of the contract period. This information can be used to assist the CDS Coordinator in assessing staffing levels if necessary.

Worksheet #8. Parent Fee Income and DLA Subsidy Projections—Full Day

Summarizes projected and actual parent fees by income category. For Contractor Managed Centers, projected and actual total tuition due and DLA required subsidies are also calculated. Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #9. Parent Fee Income and DLA Subsidy Projections—Part Day

Summarizes projected and actual parent fees by income category. For Contractor Managed Centers, projected and actual total tuition due and DLA required subsidies are also calculated.

Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #10. G&A Calculation

Shows detail in terms of hours and dollars of projected and actual DLA services to be provided to the Child Development Program and calculates the projected and actual G&A cost. Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #11. Revenue, Expense and Cost per Child Summary

Revenue and expenses are summarized by quarter showing a comparison of projected versus actual. Total cost per child and DLA cost per child is calculated using projected and actual data.

Quarterly Summary Reports

These reports summarize the data in the 11 worksheets and will serve as the DLA HQ quarterly report. There are four reports, one for each quarter.

3. Financial Reports for a Contractor Managed Child Development Program

Objective: To provide HQ DLA with accurate and timely financial information. Reports will provide information on waiting lists, enrollment, average cost per child, parent fees and DLA required subsidies. The reports will provide a comparison of projected versus actual data.

- a) The contractor will be given a diskette containing three worksheets as follows:
 - Contractor Weekly Report—Full Day Programs
 - Contractor Weekly Report—Part Day Programs
 - Contractor Quarterly Report.

The worksheets have been developed using Microsoft Excel 97. Whenever possible, formulas are included to do the arithmetic and duplicative entry. The contractor may make changes to the worksheets as necessary to allow for unique situations.

However, the basic information that the reports currently summarize must be provided to DLA.

- b) The contractor must complete the Contractor Weekly report each week. The contractor will request reimbursement from the Child Development Services (CDS) Coordinator using the Contractor Weekly Report either on a biweekly basis or monthly. The contractor is required to enter detail on enrollment, tuition rates, parent fees and any discounts. The detail entered will be rolled up into a summary page, which will calculate the required weekly DLA subsidy.
- c) The contractor must complete the Contractor Quarterly Report each quarter. This report will provide the Contract Officer with the information necessary to report to DLA HQ. The contractor is required to provide this report to the Contracting Officer no later than 20 days after the end of a quarter. The Contractor Quarterly Report is a summation of the Contractor Weekly Reports.
- d) The Contract Officer will provide DLA HQ with quarterly reports. The worksheets contained in the Contractor Managed Workbook will serve as the quarterly reports. The Contractor Quarterly Report will provide the actual data necessary for the Contract Officer to complete the worksheets each quarter. Note that the vendor information entered into the worksheets during the RFP selection process will serve as the “projected data.”

D. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Military Child Care Act of 1996
- Crime Control Act of 1990.

Government Policy

- DoDI 6060.2
- DoD Fee Policy
- TI 800-01
- UFC 4-740-14
- USDA Child and Adult Food Program
- MIL Handbook 1008C
- MIL Handbook 1037
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures
- DLA Child Development Program Annual Report
- DLA Child and Youth Five-year Plan.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs
- National School Age Care Association (NSACA).

1. PROGRAM MANAGEMENT FOR A CONTRACTOR MANAGED CHILD DEVELOPMENT PROGRAM

A. Performance Requirements and Expectations

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. MOA for support and services to the program	1	R & I	100% compliance; installation MOA is complete, current and implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Program record keeping	1	R	Program record keeping 80% compliance with DLA QOL reference operating procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Annual report	1	R	100% compliance with reporting data necessary to complete HQ DLA annual report
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Development of 5-year plan	2	R	100% compliance with 5-year plan development and execution
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. Cooperation on DLA program review	2	R, O & I	100% compliance with requests to review program and cooperation with installation and HQ DLA personnel on official business
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

B. Facility Information

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. <i>If applicable:</i> Contractor furnished equipment	2	R	100% compliance with contract
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. <i>If applicable:</i> Contractor furnished, personnel, services and supplies	2	R	100% compliance with contract
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

C. Financial Management and Reporting Requirements

1. Fees

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. DoD fee scale	3	R	100% of fees are assigned by total family income regardless of the age of the child
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Fee policies	3	R	100% compliance with policy of no more than 20% multiple child discounts offered and hardship cases addressed case by case
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Hardship discounts	3	R	100% compliance with policy of hardship cases reviewed case by case and approved by command
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Contractor Managed Workbook

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Electronic workbook	4	R	100% compliance with use of electronic spreadsheet workbook and to report financial information on a quarterly basis
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Financial Reports for a Contractor Managed Child Development Program

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. <i>If applicable:</i> Weekly reporting	5	R	90% of weekly reports completed per guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Quarterly reports	5	R	90% of quarterly reports completed per guidance to HQ DLA
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Variance discrepancy	5	R	100% compliance with written narrative of variance discrepancy per guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

D. Regulatory Requirements

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program compliance	5	R, O, I	100% compliance with criteria identified in identified regulatory requirements
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.



2. PROGRAM MANAGEMENT FOR *INSTALLATION* *MANAGED* CHILD DEVELOPMENT PROGRAM

A. Performance Requirements and Expectations

Program Administration and General Operating Conditions

Objective: To outline performance requirements and identify the level of expectation for operating a quality child development program that complies with DoD standards.

- a) Child eligibility for program admission includes children of active duty military, DoD civilians, reservists on active duty, and DoD contractors.
 - Installation Commanders have the authority to establish a priority system for their installation with the first priority given to children of active duty military and DoD civilians.
- b) The installation will enter into a memorandum of agreement (MOA) or written agreement plan with organizations not on the installation. The MOA will identify the areas of support and services available to the child development program from those agencies. **See Appendix C-1 Sample Installation MOA.**
- c) All program record keeping shall be in compliance with the HQ DLA Quality of Life program and the records management standard operating procedures.
- d) The program shall comply with the current and any future DoD and HQ DLA child care regulations, instructions, amendments, updates, and guidance.
- e) The installation will prepare and submit to HQ DLA the required annual report on the child development program.
- f) The Child Development Services Coordinator (CDSC) or Child and Youth Development Program Coordinator (CYDPC) will be responsible for oversight to include, but not limited to:
 - Review progress toward attaining or retaining DoD certification and National Association for the Education of Young Children (NAEYC) accreditation.
 - Monitor compliance with such activities as staff training, maintaining staff-child ratios, verification of staff background screening and staff health assessments.
 - Monitor the government provided training in the areas of:
 - Risk prevention—Child abuse training and the use of the Child Abuse Risk Assessment Tool (CARAT)
 - Health—Medication administration, recognizing communicable disease, First Aid and CPR
 - Sanitation—Sanitizing practices
 - Food service sanitation
 - Fire prevention—Fire prevention, emergency evacuation procedures, and use of fire extinguishers
 - Safety—Use of classroom safety checklists, use of Material safety data sheets, universal precautions for handling of blood and other potentially infectious body fluids.
 - Conduct periodic assessments of general center operating procedures and policies, quality developmental programming and a quarterly review of program financial statements.
 - Coordinate and conduct an annual program review using the Child

Development Program Evaluation Tool (CDPET) Requirements.

- The installation evaluation team will consist of representatives from a minimum of the following: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The installation evaluation team will assess their individual areas simultaneously. Outsourced programs will be visited bimonthly by the Installation COR/Coordinator. Visits will be documented with the signature of the Center or program manager and the Installation COR/Coordinator.
 - Conduct follow up inspections to ensure corrective actions were accomplished.
 - The CDSC/CYDPC will coordinate the development of a five-year plan, which identifies the target goals for the availability of child care spaces on the installation. The installation five-year plan is due to HQ by November 1st of each preceding year.
- g) Government personnel, from such organizations as Inspector General, DoD, HQ DLA or other personnel authorized by the installation commander may observe/review/assess program operations.
- h) The Government reserves the right to conduct and oversee announced and unannounced observations and inspections of the child development program. There shall be a minimum of four unannounced inspections annually. The installation will be responsible for compliance and correction of all deficiencies noted during inspections within the required timeframe.
- Installation proponents or those identified in the installation MOA will conduct monthly inspections in such areas as child abuse/neglect prevention, early childhood development curriculum, food service sanitation, facilities, fire, and safety. (Safety inspections will be conducted monthly by the CDSC/CYDPC and quarterly by the safety

office.) Health and sanitation inspections will be conducted quarterly.

- An inspection team from HQ DLA will conduct unannounced inspections at least every 15 months or as deemed appropriate at each installation.
- The HQ DLA inspection team will consist of representatives from a minimum of the following areas: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The HQ DLA evaluation team will assess their individual areas simultaneously.
- These inspections will result in certification of a program by DoD or a 90-day fix, waiver, or closure for major discrepancies found during the HQ DLA inspection process.

B. Financial Management and Reporting Requirements

1. Fees

Objective: To ensure compliance with the DoD fee policy and to ensure that procedures are in place for the accurate and timely collection and reporting of fees and submission of financial reports.

- a) Fees shall be assigned to patrons based on total family income and according to the DoD fee policy. Upon enrollment, parents will acknowledge fee charges and collection procedures.
- b) A written policy describing the DoD fee scale and collection of fees shall be documented and made available to parents.
- The policy will describe fee collection time frame, late fees, bad check charges, and consequences for continuous delinquent payments or withdrawal without appropriate notification.

- Parents shall pay the same rate regardless of their child's age group category. Parent fees shall be inclusive with no separate or additional charges for food, field trips, supplies, etc. Parents may be charged a meal fee when they are eating a meal with the children.
- Child development programs may offer up to 20 percent multiple child discounts and a discount associated with a specific level of volunteer hours. Discounts will be tracked by the CDSC/CYDPC and only apply to one parent per family.
- Center management will handle fee policy and collection of fees.
- Hardship cases will be addressed on a case by case basis by the installation chain of command.

2. Installation Managed Workbook

Objective: Assist the child development program in establishing the most efficient organization (MEO), in vendor selection and to standardize and automate financial analysis and reporting on a quarterly basis.

- a) The Workbooks have been developed using Microsoft Excel 97. Each contains 11 linked worksheets and 4 quarterly summary reports. The workbooks cover a one-year period. All of the worksheets are designed with a focus on quarterly reporting and will require projected and actual data to be entered.
- b) For the DLA Managed Child Development Program, the workbook must be used to create the MEO. In the development of the MEO, the worksheets can be used as a tool to help create and cost out various scenarios. The MEO final becomes the "projected data" in the worksheets.
- c) Once the MEO (or contract) is underway, actual data will be filled in on a quarterly basis providing a comparison of projected versus actual. The worksheets and quarterly summary reports will serve as the DLA HQ quarterly reports.

The following is a brief summary of the worksheets contained in the workbook:

Worksheet #1. Full Day Facility Utilization Summary and Direct Caregiving Staff Calculation—MEO

Provides detail about the facility lay out, summarizes optimal enrollment at capacity by age group and calculates the direct staff required.

Worksheet #2. Part Day Facility Utilization Summary and Direct Caregiving Staff Calculation—MEO

Provides detail about the facility lay out, summarizes optimal enrollment at capacity by age group and calculates the direct staff required.

Worksheet #3. Summary of Wait List/Projected Demand versus Capacity

Summarizes wait list and projected demand information by age group. Provides a comparison of wait list and projected demand to the MEO optimal enrollment.

Worksheet #4. Full Day Facility Utilization Summary and Direct Caregiving Staff Calculation

Provides detail about the facility lay out and how it is projected to be used. Summarizes projected enrollment by age group for each quarter. Calculates and summarizes the direct staff required.

Worksheet #5. Part Day Facility Utilization Summary and Direct Caregiving Staff Calculation

Provides detail about the facility lay out and how it is projected to be used. Summarizes projected enrollment by age group for each quarter. Calculates and summarizes the direct staff required.

Worksheet #6. Summary of Projected Enrollment versus Actual Enrollment

Provides a comparison by age group of projected versus actual enrollment on a quarterly basis.

Worksheet #7. Staffing Matrix

Provides detail of projected staff by title, grade level and APF/NAF. Calculates projected salary and benefit expense. Shows a comparison of the projected number of staff versus actual staff on a quarterly basis.

Worksheet #8. Parent Fee Income and DLA Subsidy Projections—Full Day

Summarizes projected and actual parent fees by income category. For Contractor Managed Centers, projected and actual total tuition due and DLA required subsidies are also calculated. Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #9. Parent Fee Income and DLA Subsidy Projections—Part Day

Summarizes projected and actual parent fees by income category. For Contractor Managed Centers, projected and actual total tuition due and DLA required subsidies are also calculated. Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #10. G&A Calculation

Shows detail in terms of hours and dollars of projected and actual DLA services to be provided to the Child Development Program and calculates the projected and actual G&A cost. Provides a comparison of projected versus actual on a quarterly basis.

Worksheet #11. Revenue, Expense and Cost per Child Summary

Revenue and expenses are summarized by quarter showing a comparison of projected versus actual. Total cost per child and DLA cost per child is calculated using projected and actual data. For the DLA Managed Centers, expenses are broken down by NAF and APF expenses providing a projected and actual NAF net income.

Quarterly Summary Reports

These reports summarize the data in the 11 worksheets and will serve as the DLA HQ quarterly report. There are four reports, one for each quarter.

3. Financial Reports for a DLA Managed Child Development Program

Objective: To provide HQ DLA with accurate and timely financial information. Reports will provide information on waiting lists, enrollment, average cost per child, parent fees and APF/NAF costs. The reports will provide a comparison of projected versus actual data.

- (a) The CDS Coordinator will provide quarterly reporting to DLA HQ. The worksheets and quarterly summary reports contained in the DLA Managed Workbook will serve as the quarterly reports.

C. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Military Child Care Act of 1996
- Crime Control Act of 1990.

Government Policy

- DoDI 6060.2
- DoD Employee Wage Plan
- DoD Fee Policy
- TI 800-01
- UFC 4-740-14
- USDA Child and Adult Food Program
- MIL Handbook 1008C
- MIL Handbook 1037
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures
- DLA Child Development Program Annual Report
- DLA Child and Youth Five-year Plan.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs
- National School Age Care Association (NSACA).

2. PROGRAM MANAGEMENT FOR *INSTALLATION MANAGED* CHILD DEVELOPMENT PROGRAM

A. Performance Requirements and Expectations

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. MOA for support and services to the program	14	R & I	100% compliance; installation MOA is complete, current and implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Program record keeping	14	R	Program record keeping 80% compliance with DLA QOL reference operating procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Annual report	14	R	100% compliance with reporting data necessary to complete HQ DLA annual report
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Development of 5-year plan	15	R	100% compliance with 5-year plan development and execution
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. Cooperation on DLA program review	15	R, O & I	100% compliance with requests to review program and cooperation with installation and HQ DLA personnel on official business
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

B. Financial Management and Reporting Requirements

1. Fees

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. DoD fee scale	15	R	100% of fees are assigned by total family income regardless of the age of the child
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Fee policies	15	R	100% compliance with policy of no more than 20% multiple child discounts offered and hardship cases addressed case by case
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Hardship discounts	16	R	100% compliance with policy of hardship cases reviewed case by case and approved by command
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Installation Managed Workbook

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Electronic workbook	16	R	100% compliance with use of electronic spreadsheet workbook and to report financial information on a quarterly basis
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Financial Reports for a DLA Managed Child Development Program

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. <i>If applicable:</i> Weekly reporting	17	R	90% of weekly reports completed per guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Quarterly reports	17	R	90% of quarterly reports completed per guidance to HQ DLA
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Variance discrepancy	17	R	100% compliance with written narrative of variance discrepancy per guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

C. Regulatory Requirements

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program compliance	17	R, O, I	100% compliance with criteria identified in identified regulatory requirements
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.



3. CONTRACTED CHILD CARE SPACES IN COMMERCIALY OPERATED CHILD CARE CENTERS AND FAMILY CHILD CARE HOMES

A. Child Development Program with Contracted Child Care Spaces

1. Program Structure

Objective: To describe the expansion of child care services for eligible patrons through the implementation of the FY 2000 National Defense Authorization Act, Section 584, Support for Expanded Child Care Services and Youth Programs Services for Dependents.

- a) Headquarters, Defense Logistics Agency (DLA) is committed to providing high quality, affordable child and youth programs in order to support DLA employees as they strive to balance work and family responsibilities. DLA continually seeks methods of expanding these programs in order to best meet employees' child care needs.
- b) This section outlines the Headquarters guidance for implementation of FY 2000 National Defense Authorization Act, Section 584, Support for Expanded Child Care Services and Youth Programs Services for Dependents. The act authorizes the expansion of and appropriated fund (APF) support for the Child and Youth Development Program (CYDP) by buying space in commercially owned or operated State licensed and accredited child care centers and State or county licensed family child care operators.
- c) This section applies to:
 - Contractor managed programs that have been approved by the Commander to contract with a Service Provider for child care spaces.

- Installation managed programs that have been approved by the Commander to contract with a Service Provider for child care spaces.
 - A DLA site that does not have a contractor or installation managed program but offers child care solely through contracting with a Service Provider for contracted child care spaces.
- d) Contracted child care spaces are offered for:
 - Full day care for children 6 weeks to 14 years of age
 - Before and after school care for children 5 to 12 years of age
 - Summer Camp, when working parents require child care on a regular daily basis (five or more hours per day) during the summer only.
 - e) Contracted services will be provided in accordance with all applicable legislation, instructions and regulatory guidance. In addition to this DLA Child Development Instruction, references include the National Defense Authorization Act for Fiscal Year 2000 and the DoD Instruction (DoDI) 6060.2.

2. Program Oversight

- a) The CDSC/CYDPC is responsible for oversight of the child development program and management of the contracted child care spaces. The CDSC/CYDPC establishes a local policy leading to a Memorandum of Agreement (MOA) or contract with an approved Service Provider (commercial child care programs and/or family child care providers). **See Appendix C-1 Sample Installation MOA.** To be

considered eligible, the Service Provider must be:

- A child care program that is State licensed and accredited by National Association for the Education of Young Children (NAEYC) or National School Age Care Association (NSACA) or that is in the process of seeking accreditation (the Service Provider must then achieve accreditation within one year of signing the agreement), or
- A family child care provider who is county or State licensed.

b) The CDS/CDYP Coordinator:

- Validates eligibility of the participating provider and ensures that the eligible provider is able to comply, and continues to comply with regulations, policies and standards of the DoD that are applicable to the furnishing of such services.
- Oversees implementation of and compliance with the MOA.
- Ensures that the MOA is in the best interest of the DoD.
- Ensures that the MOA enables supplementation or expansion of furnishing of child care services or youth programs services for the Agency, while not supplanting or replacing such services.
- Ensures that all available installation child care slots are filled prior to entering contractual agreements.
- Ensures that no more than 5 percent of the total installation child development facility can be opened for enrollment of non-DoD families at the full cost of the program (DoD subsidy does not apply).
- Maintains responsibility for registration and resource and referral procedures as they apply to contracted child care spaces.
- Completes a Child Development Program financial workbook containing the 11 linked worksheets and 4 quarterly summary reports.

3. Memorandum of Agreement for Contracted Child Care Spaces

a) The MOA must address the following:

- By name, the proponent and the Service Provider, including mailing address and phone number.
- Terms and Conditions outlining responsibilities of each participant (this includes any contractual agreement with non-DoD parents enrolled in the installation CDC).
- Child care centers/school-age care programs must maintain NAEYC/NSACA accreditation. Programs may be approved if they are in the process of seeking accreditation, but must become accredited within one year after signing the agreement.
- Agency proponent reserves the right to make periodic onsite visits to the Service Provider facilities without prior notification.
- Proponent staff member will have the responsibility to question or report any questionable/unsafe circumstances or practices observed or reported.
- Proponent must maintain copies of all documentation related to certification and licensing.
- Funding levels and sources.
- Service Providers' acceptance of the DoD Fee Scale.
- Cancellation of Agreement Clause.
- Period of Agreement.
- Any offered fee discounts for vacation, medical reasons, bad weather, etc., will be split 50 percent between the customer and installation.
- Registration process and maintenance of files for both the service providers and the children enrolled.
- Waiting list and resource and referral process.
- Fee payment and subsidy process.
- Required reports and communication process between the proponent and Service Provider.

4. Registration and Resource and Referral for Contracted Child Care Spaces

- a) The CDSC/CDYPC is responsible for:
- Implementing the procedures for registration and resource and referral as identified in Section 3.A.2 of this Instruction as it pertains to contracted child care spaces.
 - Maintaining registration files for each child using forms in **Appendix A-18 1854 Application for Child Care Services, Appendix A-19 1854-1 Child Care Agreement, Appendix A-20 1855 Child Health Assessment, and Appendix A-21 1856 Child Care Emergency Contact Information.**
 - Ensuring that USDA CCFP enrollment forms and leaving and earning statements or other financial documentation are used to determine income verification.
 - Maintaining waiting list and resource and referral file and updating monthly
 - Implementing the Statement of Understanding Regarding Child Care Resource and Referral Services. See **Appendix C-1 Sample Installation MOA.**

5. Fee Policy for Contracted Child Care Spaces

- a) Patrons fees are based on the DoD fee scale and charged according to the established total family income (TFI) fee categories.
- b) Fees are reviewed and updated annually.
- c) Patrons will be given (at a minimum) 30 days notice on any change in fee charges.
- d) Total Family Income (TFI) includes:
- Leave and earning statements for the sponsor and spouse (service members or DoD employees)
 - If living in on-post quarters, the pay table or statement reflecting the amount of basic allowance for quarters or living

quarters allowance (BAQ/LQA) service members, or civilians would receive if they lived off post or fair market value of on-post quarters

- Verification of any regularly received income such as monthly or quarterly investment dividends
- Patrons who choose not to provide required income documentation will be charged the highest category rate.

6. Fee Payment for Contracted Child Care Spaces

- a) Fees set at the initial registration shall be paid to the Service Provider. New applicants enrolling during the Fiscal Year will pay \$1 for each remaining month in the Fiscal Year, including the application month, at the time of placement into the program (amount to be determined by each installation; but not to exceed \$15.00 per family). This will be in lieu of the Service Provider's annual registration fee, which would be charged to the installation program.
- b) The patron is enrolled according to each center's payment regulations and requirements. This fee is due in advance of the care.
- c) Any late fees charged by the Service Provider are the responsibility of the parent.
- d) Patrons should inform the child care program management of anticipated problems in meeting scheduled payments before the due date.
- e) Service Providers will notify the CDSC/CYDPC of any collection problems on the part of the patrons who are under a contract with the installation. Patrons failing to pay will not be allowed to continue in the child care program or receive any installation subsidy.
- f) Any discounts in fees given to patrons by the child care program will be passed on to the installation. Fee discounts for vacation, medical reasons, bad weather, etc., will be

split 50 percent between the customer and installation.

- g) Second or third (etc.) children in a household shall receive a 10 percent discount from the fee policy category rate. Second child discounts will be figured into the original fees at the time of the contract. The youngest child will be considered the first child, with older children receiving the discount.
- h) Hardship Fee—Fees as set in the annual Fee Policy will be used throughout the program. Patrons seeking relief from extreme financial hardship will be considered on a case by case basis for temporary adjustment in fees.
- i) Fee Adjustments—Either the CDSC/CDYPC or the parent may request a fee adjustment whenever there is a significant change in income, (an income either increases or decreases). A change, either way, may be made within a two-week period from the request. The standard fee policy guidelines will be used.
- j) Termination from Program—A two-week written notice to both the CDSC/CDYP and the child care program shall be given by the parent when withdrawing a child from the program.

B. Performance Requirements and Expectations

Program Administration and General Operating Conditions

Objective: To outline performance requirements and identify the level of expectation for operating a quality child development program that complies with DoD standards.

- a) Child eligibility for program admission includes children of active duty military, DoD civilians, reservists on active duty, and DoD contractors.

- Installation Commanders have the authority to establish a priority system for their installation with the first priority given to children of active duty military and DoD civilians.

- b) The government will establish at each installation a memorandum of agreement (MOA) identifying the areas of support and services available to the child development program from sources not on the installation. **See Appendix C-1 Sample Installation MOA.**
- c) Privacy Act restrictions shall be followed. Data that is collected is necessary for the effective management and operation of the child development program. Information may be disclosed for routine uses outside of DoD to physicians, dentists, medical technicians, hospitals or other health care providers in the course of obtaining emergency medical attention. Information may also be disclosed to Federal, State and local officials who are involved in the health services including the investigation of child abuse. In addition, the data may be disclosed for any of the “Blanket Routine Uses” published by the Defense Logistics Agency. Providing the data is voluntary. However, failure to provide answers to all or part of the questions may result in refusal of child care services. DLA Privacy Act System Notice 400.20 (Day Care Facility Registrant and Application Records) applies.

Confidentiality of records and shared verbal information must be maintained to protect the child, family and staff. Staff must be vigilant in the protection of all child specific information and assure parents they will maintain strict confidentiality standards.

- d) All program record keeping shall be in compliance with the HQ DLA Quality of Life program and the records management standard operating procedures. Outsourced program records will contain copies of the Center’s State licenses and National Association for the Education of Young

Children accreditation certificate and an Emergency Evacuation Plan.

- e) The contractor shall comply with current DoD and HQ DLA child care regulations, instructions, amendments, updates and guidance. Any future changes in the DoD or HQ DLA guidance will be implemented through a contract modification.
- f) The contractor shall provide information pertinent to the HQ DLA Child Development Program (CDP) annual report to the Child Development Services Coordinator.
- g) After the contract start date, the Child Development Services Coordinator (CDSC) or Child and Youth Development Program Coordinator (CYDPC) will be responsible for contract oversight to include, but not limited to:
 - Review contractor progress toward attaining or retaining DoD certification and NAEYC accreditation.
 - Monitor contractor compliance with such activities as staff training, maintaining staff-child ratios, verification of staff background screening and staff health assessments.
 - Monitor the government provided training in the areas of:
 - Risk prevention—Child abuse training and the use of the Child Abuse Risk Assessment Tool (CARAT)
 - Health—Medication administration, recognizing communicable disease, First Aid and CPR
 - Sanitation—Sanitizing practices
 - Food service sanitation
 - Fire prevention—Fire prevention, emergency evacuation procedures, and use of fire extinguishers
 - Safety—Use of classroom safety checklists, use of material safety data sheets, universal precautions for handling of blood and other potentially infectious body fluids.
 - Conduct periodic assessments of general center operating procedures and

policies, quality developmental programming and a quarterly review of program financial statements. **See Appendix A-26 1861 Commercially Operated Child Care Center Checklist.**

- Coordinate and conduct an annual program review using the Child Development Program Evaluation Tool (CDPET) Requirements. Outsourced programs will be visited bimonthly by the Installation COR/Coordinator. Visits will be documented with the signature of the Center or program manager and the Installation COR/Coordinator.
 - The installation evaluation team will consist of representatives from a minimum of the following: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The installation evaluation team will assess their individual areas simultaneously
 - Conduct follow up inspections to ensure corrective actions were accomplished.
- The CDSC/CYDPC will coordinate the development of a five-year plan, which identifies the target goals for the availability of child care spaces on the installation. The installation five-year plan is due to HQ by November 1st of each preceding year.
- h) Government personnel, from such organizations as Inspector General, DoD, HQ DLA or other personnel designated by the CO are authorized to observe/review/ assess contractor operations.
- i) The Government reserves the right to conduct and oversee announced and unannounced observations and inspections of the child development program. There shall be a minimum of four unannounced inspections annually. The contractor shall be responsible for compliance and correction of all contractor deficiencies noted during inspections within the required timeframe. The government shall be responsible for compliance and

correction of all government deficiencies noted during inspections within the required timeframe.

- Installation proponents or those identified in the installation MOA or written agreement plan will conduct monthly inspections in such areas as child abuse/neglect prevention, early childhood development curriculum, food service sanitation, facilities, fire, and safety. (Safety inspections will be conducted monthly by the CDSC/ CYDPC and quarterly by the safety office.) Health and sanitation inspections will be conducted monthly.
- An inspection team from HQ DLA will conduct unannounced inspections at least every 12 months or as deemed appropriate at each installation.
 - The HQ DLA inspection team will consist of representatives from a minimum of the following areas: family advocacy, early childhood education, health, sanitation, safety, fire, parents, and program management. The HQ DLA evaluation team will assess their individual areas simultaneously.
- These inspections will result in certification of a program by DoD or a 90-day fix, waiver, or closure for major discrepancies found during the HQ DLA inspection process.

C. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Crime Control Act of 1990
- National Defense Authorization Act 2000, Section 584.

Government Policy

- DoDI 6060.2
- DoD Fee Policy
- DLA Inspections/DoD Certification Process
- DLA Records Management Standard Operating Procedures
- DLA Child Development Program Annual Report
- DLA Child and Youth Five-year Plan.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs
- National School Age Care Association (NSACA)
- State Licensing (if applicable)
- State Public Health Regulations.

3. CONTRACTED CHILD CARE SPACES IN COMMERCIALLY OPERATED CHILD CARE CENTERS AND FAMILY CHILD CARE HOMES

A. Child Development Program with Contracted Child Care Spaces

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program structure	24	R & I	100% compliance with HQ DLA guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Program oversight	24	R, O, & I	100% compliance with HQ DLA guidance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Electronic workbook	25	R	100% compliance with use of electronic spreadsheet workbook and to report financial information on a quarterly basis
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. MOA for support and services to the program	25	R & I	100% compliance; installation MOA is complete, current and implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Program record keeping	26	R	Program record keeping 80% compliance with DLA QOL reference operating procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. DoD fee scale	26	R	100% of fees are assigned by total family income regardless of the age of the child
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Fee policies	26	R	100% compliance with policy of no more than 20% multiple child discounts offered and hardship cases addressed case by case
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
8. Hardship discounts	27	R	100% compliance with policy of hardship cases reviewed on case by case and approved by command
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

B. Performance Requirements and Expectations

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program compliance	28	R, O, I	100% compliance with criteria identified in identified regulatory requirements
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Annual report	28	R	100% compliance with reporting data necessary to complete HQ DLA annual report
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Development of 5-year plan	28	R	100% compliance with 5-year plan development and execution
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Cooperation on DLA program review	28	R, O & I	100% compliance with requests to review program and cooperation with installation and HQ DLA personnel on official business
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.



4. CHILD DEVELOPMENT PROGRAM

A. Child Development Program Services and Support

1. Program Structure

Objective: To identify the types of programs, support services, and resources required in order to best meet the needs of eligible patrons to ensure a quality child development program.

- a) Needs assessments, waiting lists, and surveys shall be utilized to determine types of programs, services, and resources that best meet patron needs.
- b) The child eligibility priority shall address the needs of working parents through full-day programs. Additional program options that may be offered are dependent upon factors such as documented patron needs, waiting list, and available space and resources. These options include part-day and hourly care serving infants, toddlers, preschool age and kindergarten children.
- c) All programs offered must attain and retain DoD certification as well as NAEYC developmental programming standards and accreditation criteria.
 - Full-day programs include services for working parents that are available on a regular basis more than 5 hours and up to 12 hours per day.
 - Part-day programs include services that are available for parents on a regular basis for up to 5 hours per day.
 - Hourly programs include services that are needed intermittently (i.e., medical appointments, job interviews, emergencies, respite care, etc.).
- d) Special Events may be conducted under the following circumstances:

- After hours DLA command sponsored functions
- Command sponsored training
- Military unit (active and reserve) unit support functions (*DDC only*)
- Military unit family support group functions (*DDC only*).

- e) Special events that require different operating hours or extended hours may be supported by child development program services provided they do not displace existing regularly scheduled programs.

2. Registration and Resource and Referral

Objective: To ensure that a system is in place that tracks HQ DLA Child Development Program (CDP) vacancies, expedites child placement, and assists families with additional resources.

- a) Child development program registration and resource and referral services shall be centralized in a location convenient to parents and managed by the child development center.
- b) Written procedures shall exist for maintaining the child development program waiting list and for filling child care spaces. Child eligibility, waiting list priorities (i.e., siblings, single parents, etc.), the time frame for child placement, orientation, and parent notification for termination of services are included.
 - When vacancies occur the center administrative staff will notify the CDSC/CYDPC within five working days of the child care space vacancy and simultaneously offer the space to the next person on the wait list. If no wait list exists the vacancy will be advertised.

- The center administrative staff will submit the completed registration packet to the CDSC/CYDPC for verification of program eligibility and income category within two working days prior to the child entering the program. The CDSC/CYDPC will return the registration packet prior to the child's first day in the program.
- c) Child eligibility for care includes children of active duty military, DoD civilians, reservists on active duty and DoD contractors. Installation commanders have the authority to establish a priority system for their installation with the first priority given to children of active duty military and DoD civilians.
- d) Up to 5 percent of total child enrollment, proportionally distributed between all age groups, may be non-DoD children who are not HQ DLA subsidy eligible.
- e) Written procedures will be in place for child registration, enrollment and program orientation prior to entering the program. Forms used will be the DLA registration and enrollment forms. **See Appendix A-18 1854 Application for Child Care Services, Appendix A-19 1854-1 Child Care Agreement, Appendix A-20 1855 Child Health Assessment, and Appendix A-21 1856 Child Care Emergency Contact Information.** The program will provide parents with a parent handout that outlines program policies and procedures.
- f) Families requesting services that cannot be accommodated will be placed on a wait list. When there is the need for a wait list for services, families requesting services will be placed on the waiting list in accordance with established wait list priorities.
- g) A copy of the wait list will be provided to the CDSC/CYDPC weekly. Families placed on a wait list will be provided State and local information/resources to assist them with their unique child care needs. Referrals will only include NAEYC accredited programs. Records shall be

maintained and evaluations completed of resource and referral services.

- h) An annual marketing plan shall be in place in order to attract highly qualified staff, inform eligible patrons about the program, promote the child development services, and recognize achievements and special events associated with the child development program. The marketing plan will include procedures to track program inquiries and the number of marketing activities that occur. Plans will be reviewed and approved by the CDSC/CYDPC.
- i) Contacts and partnerships with a variety of installation and community agencies, local schools and universities shall be developed and maintained in order to enhance the program's available resources and improve program quality. Local goals established through the five-year plan will apply.
- j) Record keeping required shall include:
 - Copies of MOA
 - Documentation of NAEYC accreditation and State license
 - DLA CDP Registration Packet per child enrolled
 - USDA CCFP enrollment forms if applicable
 - Waiting list.

3. Special Needs

Objective: To provide child development programs for children with special needs by making reasonable accommodations, providing appropriate resources, sharing information with families, and ensuring staff training and support.

- a) Care for children with special needs is provided when those needs can be reasonably accommodated in the child development program. Parents will fill out the Special Care Plan to provide information to the program. **See Appendix A-22 1857 Special Care Plan.** Accommodation in such cases is not reasonable if it would impose undue

hardship on the child development program.

- b) A special needs committee shall be formed to evaluate all placements of children with special needs and address issues of children currently enrolled in the program.

- The committee will base decisions on the family's priorities, concerns and relevant resources available.
- The special needs committee will identify reasonable accommodations, modifications, resources, medical assistance, support, and staff training needed.

- c) The committee will include, at a minimum, the Program Director, Training and Curriculum Specialist, CDSC/CYDPC and a health care consultant. The committee may decide that additional expertise is required to address the needs of the individual child. That expertise may include the child's health care provider, legal guidance, social work program representative, family advocacy program manager, speech therapist, psychologist, etc.

- When a child is identified with a special need at the time of registration, the committee will meet with the parent(s) prior to the child's enrollment.
- When a child is identified after enrollment, the program director will contact the parent(s), meet with the parent(s) and bring the situation to the special needs committee.
- When a child cannot be reasonably accommodated in the child development program, the parent(s) will be assisted with resources and referrals.

- d) Decisions made by the special needs committee may modify guidance in the CDPI for specific periods of time, under specific circumstances. Those decisions should be more stringent and may include: lowering staff-child ratios, modifications to the environment, schedules and activities

necessary to reasonably accommodate a child.

- e) Staff shall be informed of the identified/ diagnosed children with special needs prior to the child's first day or at the time a special need is identified. Staff will receive training and curriculum to best accommodate the unique needs of children with special needs assigned to the classroom. Staff shall work with appropriate professionals and families to develop and implement each child's Individual Education Plan (IEP).

4. Parent Involvement and Education

Objective: To ensure open and ongoing communication and collaborative partnerships with parents. Parent involvement and communication are the key contributors to meeting children's needs and to building a trusting relationship between staff and parents.

- a) The child development program will develop an annual parent education plan. A schedule of events is publicized and kept on file and includes a variety of special events and parent services. **See Appendix A-23 1858 DLA Child Development Program Customer Satisfaction Survey.**
- b) Parent education opportunities are provided through various resources, (i.e., workshops, brown bag lunches, meetings, books, handouts, electronic mail or installation Web site updates, etc).
- c) All parents receive written material regarding philosophy, curriculum, policies and procedures of the child development program.
- d) Whenever possible, written information for parents should be provided in the native language of the parent and in a form appropriate for parents who are visually impaired.
- e) Parents shall be notified immediately of their child's illness or medical emergency. Additional reasons for notifying parents include, but are not limited to,

communicable diseases, staff changes in their child's classroom, field trips, changes in fees or operating hours, dates the center is closed, etc.

- f) Parents are provided opportunities to be involved in the child development program and are encouraged to visit unannounced at any time during operating hours.
- g) A system is in place for oral and written communication between parents and primary caregivers. Staff are available to discuss concerns with parents and to answer their questions.
- h) Parent conferences are scheduled at least twice a year, upon parent request or as needed to discuss child observations, progress, or specific issues.
- i) A parent involvement forum shall be established with representatives of parents from each age group and a government representative.

5. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence

Public Law

- Military Child Care Act (MCCA) of 1996
- National Defense Authorization Act 2000, Section 584.

Government Policy

- DoDI 6060.2
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs.

4. CHILD DEVELOPMENT PROGRAM (ALL DLA PROGRAMS)

A. Child Development Program Services and Support

1. Program Structure

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Needs assessments/parent surveys evaluate the programs offered reflect patrons needs	35	R	90% of customer ratings are very good or excellent
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Special events do not displace existing programs	35	R & I	100% of all special events at the CDC do not displace normal daily activities
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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2. Registration and Resource and Referral

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Centralized location for information	35	R, O & I	Convenient to 90% of patrons
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Verification of program eligibility and income category	36	R & I	90% of registrations meet eligibility requirements and income categories
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Registration packet review	36	R & I	90% compliance with established timeline for CDSC/CYDPC review
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Child eligibility	36	R	100% of established child eligibility priorities followed
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Enrollment of non-DoD children	36	R	No more than 5% of total enrollment proportionally distributed between all age groups of non-DoD children
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Orientation procedures	36	R & I	100% of patrons receive orientation, including registration forms, enrollment polices and program orientation
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Wait list polices and practices	36	R & I	90% of wait list patrons receive State and local referral information
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
8. Marketing plan - Track inquiries - Track activities	36	R	Annual plan reviewed and approved by government; 100% compliance of all inquiries and marketing activities tracked
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Contacts and partnerships	36	R	Partnerships shall be developed to enhance the center's available resources
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Record keeping	36	R	100% compliance with documentation for registration
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Special Needs

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Children with special needs	36	R, O & I	100% inclusion of children with special needs when reasonable accommodations are possible; all requests are evaluated and considered
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Special needs committee	37	R & I	Committee is established and functioning with CDC director, T&C, CDSC/CYDPC and health care consultant; committee identifies accommodations, modifications, resources, training and other expertise needed
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Special needs committee decisions	37	R	100% documentation of all special needs committee decisions where they modify CDPI
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. Parent Involvement and Education

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Parent education plan	37	R & I	Annual parent education plan is updated and operational offering a variety of programs and delivery opportunities
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Written materials to parents	37	R & I	100% of parents receive written material on philosophy, curriculum, policies, and procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Parents notified of medical emergencies	37	R	100% of parents are notified when their child is injured or ill
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Parents encouraged to visit and participate in program	38	R & I	80% of parents report they are aware of opportunities to participate in the program and they feel encouraged to visit unannounced
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. System is in place for oral and written communication between parents and staff	38	R, O & I	90% of staff and parents report communication occurs on a regular basis and staff are available to respond to parent questions/concerns
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
6. Parent conferences	38	R & I	100% of families were offered conferences at least twice a year
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Parent involvement forum	38	R & I	Parent involvement forum is established and functioning
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

B. Child Development Personnel

1. Staffing Standards

Objective: To ensure and maintain adequate staffing in order to maintain compliance with DoD certification and NAEYC accreditation standards for child development centers and for the efficient and effective management of a quality educational program, and the continuous, proper supervision of children at all times.

a) Management staff

- A minimum of one onsite director is assigned to each child development center, and the director, assistant director, or designee must be on site during operating hours. If all are unavailable, administrative support staff may substitute for up to an 8-hour period. Any exceptions must be approved by the CDSC/CYDPC.
- An assistant director may be assigned to a child development center if the center enrollment is more than 150 children.

b) Training and curriculum specialists

- A minimum of one early childhood education specialist shall be assigned to each child development center.

c) Direct care staff

- Sufficient qualified staff shall be employed to allow one program lead per classroom and the additional number of program assistants to maintain staff-child ratios during the hours of operation. **See Appendix C-2 Staffing Matrix.**

d) Support staff

- Administrative support staff shall be provided for the child development center to provide front desk coverage, security camera monitoring, customer

service to patrons, and to perform other administrative tasks.

- A minimum of one cook for each facility. When the program is larger than 198 children, additional food service workers shall be hired to support food preparation and food service operations, based on the United States Department of Agriculture (USDA) formula. The formula consists of one labor hour per 50 breakfasts and snacks, one labor hour per 20 lunches and 10 additional hours per week for administrative duties.
- Each CDC will have access to a health care consultant during center hours of operation. **See Appendix C-1 Sample Installation MOA.**
- One custodial staff person is required to maintain the established level of sanitation during the center's hours of operation. A sufficient number of custodial staff shall be employed to provide the required cleaning standards of the entire facility each evening. **See Appendix B-1 Cleaning Standards.**

2. Staff Qualifications and Selection

Objective: To ensure that the most qualified and trained management, direct caregiving, and support staff are selected and retained and that their services positively contribute and protect the safety, health, and well-being of young children.

- a) To be qualified for a position, all child development staff must have the following requirements:
 - Possess a high school diploma or GED certificate
 - Be able to communicate in English (verbal and written) at the 6th grade level
 - Be 18 years of age at the time of appointment to the position
 - Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend and stoop and stand on a routine basis
 - Be able to work both indoors and outdoors

- Possess and maintain health and freedom from communicable disease.
- b) To meet the DoD personnel standards and NAEYC accreditation criteria, the following minimum and preferred qualifications by positions are provided.
- **Center Director**
Preferred—Masters Degree
Minimum—Bachelors Degree, early childhood or early education, with three years experience.
 - **Assistant Director** (if applicable)
Preferred—Bachelors Degree
Minimum—Associate with three years experience.
 - **Training and Curriculum Specialist**
Preferred—Masters Degree
Minimum—Bachelors Degree, early childhood, with three years experience.
 - **Program Lead**
Preferred—Bachelors or Associate Degree
Minimum—Child Development Associate credential (CDA) with four years experience.
 - **Program Assistant**
Preferred—Child Development Associate credential (CDA)
Minimum—High School with experience.
- c) A documented screening process for all staff and volunteers shall be developed. The screening process shall include:
- Interviews
 - Three reference checks
 - Previous employer checks (within past five years and non responses are documented)
 - Background screening
 - Health assessment to include Tb screening and review.

3. Training

Objective: To ensure that training is competency based and that all staff possess the skills and knowledge needed to respond to and provide for the needs of young children, and to implement a high quality child development

program. Ongoing staff training and development is the foundation for quality child development programs and directly impacts program quality.

- a) Professional development
- All staff shall participate in ongoing professional development opportunities to keep abreast of the latest developments in the field of early childhood education.
 - The program will offer credit-bearing options whenever possible and encourage direct care staff to seek a CDA credential and/or to continue their education.
 - The training program offered shall be competency-based, linked to career progression and documented. **See Appendices A-13 to A-17 1853 (1-4) Training Record.**
 - The professional development program shall include an orientation, supervised work experience, observations, self/program assessments, and ongoing training.
- b) Role of the Training and Curriculum Specialist
- The Training and Curriculum Specialist (TAC) plans, organizes, coordinates and implements the comprehensive staff training program. They assess training needs and establish plans for the accomplishment and documentation of the staff training. They assess training through observation of the quality of training received and competency of service providers and documented results.
 - The TAC also assists in the development of parent education programs, acts as credential advisor/representative and may serve as a member of the installation child development program review team. The Training and Curriculum Specialist serves as the point of contact on all matters related to training, certification and accreditation. They play an active role in obtaining and maintaining DoD

certification and achieving and retaining NAEYC accreditation.

c) Orientation

- All new staff and volunteers shall receive a comprehensive onsite orientation prior to working directly with children.
- The staff orientation shall include goals and philosophy of the program, personnel and program policies, bloodborne pathogens, expectations for ethical conduct, an outline of the training and professional development program, and an introduction to DoD Training Modules or pre-approved equivalent.
- Information from the Installation Privacy Act Manager shall be distributed to ensure staff is aware of their responsibility to maintain confidentiality with written or verbal data about children/families and are familiar with Privacy Act restrictions.
- A minimum of 16 hours of supervised work experience training on site shall occur before being assigned responsibility for children.

d) Initial training

- Within the first six months of employment, direct care staff shall receive training through classroom instruction or training modules in: (36 hours)
 - Ages and stages of child development
 - Age appropriate activities and guidance techniques
 - CPR and first aid
 - Nutrition and family style dining
 - Child abuse and neglect identification, prevention and reporting (minimum of 4 hours)
 - Professionalism
 - Inclusion of children with special needs
 - Parent relations and customer service
 - Health and sanitation
 - Food service sanitation

- Safety and fire
- Bloodborne pathogens.

- Within the first six months of employment, food service staff shall receive training in: (36 hours)
 - CPR and first aid
 - Child abuse and neglect identification, prevention and reporting (minimum of 4 hours)
 - Health and sanitation
 - Food service sanitation
 - Safety and fire
 - Serv Safe course or equivalent (40 additional hours)
 - USDA program
 - Nutrition and family style dining.
- Within the first six months of employment, custodial staff shall receive training in: (36 hours)
 - CPR and first aid
 - Child abuse and neglect identification, prevention and reporting (minimum of 4 hours)
 - Health and sanitation
 - Safety and fire
 - Bloodborne pathogens
 - Material safety data sheets (MSDS) record keeping.
- Within the first six months of employment, administrative staff shall receive training in: (36 hours)
 - CPR and first aid
 - Child abuse and neglect identification, prevention and reporting (minimum of 4 hours)
 - Parent relations and customer service
 - Health and sanitation
 - Food service sanitation
 - Safety and fire
 - Basic computers
 - Access
 - Excel
 - Record keeping.
- Within the first six months of employment, management staff shall receive training in: (36 hours)
 - CPR and first aid
 - Child abuse and neglect identification, prevention and reporting (minimum of 4 hours)
 - Parent relations and customer service

- Health and sanitation
- Food service sanitation
- Safety and fire
- Financial management.

e) DoD training modules

- All direct care staff shall complete the appropriate DoD modules or pre-approved equivalent within 18 months of employment.
- The documented individualized timeline for completion of the DoD Training Modules shall be reviewed quarterly.
- The DoD training modules are listed below:
 - Safe
 - Healthy
 - Environments
 - Physical
 - Cognitive
 - Communication
 - Creative
 - Self
 - Social
 - Guidance
 - Families
 - Program management
 - Professionalism
 - Child abuse prevention.
- Specific training beyond the DoD modules shall be identified and documented by the Training and Curriculum Specialist. Additional initial training topics may include but not be limited to:
 - Environment rating scale (ITERS or ECERS)
 - Child Abuse Risk Assessment Tool
 - Conducting observations.

f) Ongoing training

- All direct care, food service, support, custodial and management staff shall receive ongoing annual training consisting of at least 24 hours.
- Identification of ongoing mandatory training topics will be determined by the TAC for each staff member. General topics include, but are not limited to:

- Emergency procedures
- Child abuse and neglect recognition, prevention and reporting
- Review of safety, health and sanitation practices
- SIDS
- Food service sanitation
- Recognizing communicable disease and illness
- Bloodborne pathogens
- Administering medications
- Updates in child development and child care procedures/techniques
- Parent relations/involvement and customer service
- The NAEYC accreditation process and criteria
- The NAEYC Ethical Code of Conduct
- Early childhood education and age appropriate curriculum planning
- Observations out of the program.

4. Professional Ethics

Objective: To ensure staff professional behaviors comply with the NAEYC standards.

- a) The NAEYC Code of Ethical Conduct and Statement of Commitment shall be used to establish professional standards for behavior and to guide decision-making. The commitment to the core values will reflect in the relationships between children, families and early childhood professionals working with children and the community.

5. Evaluation of Staff

Objective: To ensure staff receive guidance and feedback regarding performance, policies, and training implementation and to provide opportunities that enhance professional growth and development.

- a) Staff evaluations shall consist of the following:
- Observations, coaching and mentoring followed by feedback and an opportunity for self-assessment. A

performance improvement plan identifies how improvements will be made.

- An initial work performance review at the end of the probationary period.
- An annual written review which serves as the formal measure of job performance competency.

6. Retention of Staff

Objective: To ensure that children have consistent quality staff. Job satisfaction can be linked to competitive compensation, benefits, and incentives and directly contributes to lower absenteeism and retention.

- a) Staff compensation shall be based on the level of education, related work experience, completed training and documented work performance.
 - Direct care staff compensation is competitive with the DoD CDP Employee Wage Plan or DoL Wage Rates. Promotions relate to training completion and demonstrated competencies.
- b) Staff benefit packages shall reflect above average industry standards. Programs of the top 15 child care providers typically have available the following options: health insurance, dental insurance, prescription drug coverage, life insurance, disability insurance, savings and retirement plans, personnel and annual leave, paid holidays, bonus incentive plans, stock option plans, and tuition assistance reimbursement programs.
- c) The annual direct care staff turnover rate will not exceed 30 percent. **See Appendix C-3 CDP Definitions and Appendix C-4 Acronyms.**

7. Volunteers

Objective: To ensure policies and procedures are in place for managing and training volunteers in order to maintain or improve program quality and maximize efficiency.

- a) Volunteers are defined as those individuals who perform gratuitous services and do not receive fees or wages. Volunteers may be 16 years of age (with written parent consent).
- b) All volunteers must meet DLA CDPI, NAEYC criteria and be registered with the child development program. Volunteers will be provided a job description.
- c) Volunteers shall not be counted in the staff-child ratio and may only work with children under the direct supervision of qualified personnel who have successfully completed the background check process.
- d) A system shall be in place to track volunteer hours and numbers of volunteers.
- e) Appropriate forms of expressing appreciation to volunteers are:
 - Certificates or letters of appreciation signed by the command
 - Special center activities
 - Media recognition.

Additional subsidy or monetary reimbursement are not allowed.

8. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Military Child Care Act (MCCA) of 1996.

Government Policy

- DoDI 6060.2
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements

-
- DLA Records Management Standard Operating Procedures.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs.

B. Child Development Personnel

1. Staffing Standards

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Onsite director	48	R & O	100% compliance with one full time director on site
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Training and curriculum specialist	48	R & O	100% compliance with one full time T&C on site
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Direct care staff	48	R & O	100% compliance sufficient to allow one program lead per classroom and additional staff to meet ratio
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Custodial staff	48	R & O	100% compliance to ensure established cleaning standards are maintained
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Staff Qualifications and Selection

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Staff qualifications— Center Director	49	R	100% compliance with minimum qualifications
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Staff qualifications— Assistant Director	49	R	100% compliance with minimum qualifications
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Staff qualifications— Training and Curriculum Specialists	49	R	100% compliance with minimum qualifications
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Staff qualifications— Program Lead	49	R	100% compliance with minimum qualifications
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Staff qualifications— Program Assistant	49	R	100% compliance with minimum qualifications
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Screening process	49	R	100% compliance with documented process implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Training

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Professional development program in operation	49	R & I	100% of staff receive ongoing professional development training; 100% staff on target with individual training plan to include CDA and continuing education
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Role of TAC	49	R, O & I	100% compliance with TAC role being to organize, coordinate, and implement staff training program
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Orientation for staff and volunteers	50	R, O & I	100% of staff and volunteers receive comprehensive orientation prior to working with children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Initial direct care staff training	50	R, O & I	100% compliance of milestones for the first 6 months
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Initial food service staff training	50	R, O & I	100% compliance of milestones for the first 6 months
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Initial custodial staff training	50	R, O & I	100% compliance of milestones for the first 6 months
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Initial administrative staff training	50	R, O & I	100% compliance of milestones for the first 6 months
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Initial management staff training	50	R, O & I	100% compliance of milestones for the first 6 months
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. DoD Training Modules for direct caregiving staff	51	R, O & I	Within 18 months from hire, 100% of staff completed appropriate DoD modules and demonstrated competency
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Ongoing staff training— Direct Care staff	51	R, O & I	100% compliance with staff receiving a minimum of 24 hours of annual training to include mandatory topics
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
11. Ongoing staff training— Food Service staff	51	R, O & I	100% compliance with staff receiving a minimum of 24 hours of annual training to include mandatory topics
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
12. Ongoing staff training— Custodial staff	51	R, O & I	100% compliance with staff receiving a minimum of 24 hours of annual training to include mandatory topics
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
13. Ongoing staff training— Administrative staff	51	R, O & I	100% compliance with staff receiving a minimum of 24 hours of annual training to include mandatory topics
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
14. Ongoing staff training— Management staff	51	R, O & I	100% compliance with staff receiving a minimum of 24 hours of annual training to include mandatory topics
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. Professional Ethics

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Code of Ethical Conduct	51	R & O	100% of staff trained on NAEYC's Code of Ethical Conduct, day-to-day decisions reflect commitment to core values
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

5. Evaluation of Staff

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Staff evaluations	51	R	100% compliance of annual written review for all staff; evaluation comments based on observations and self-assessment
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Staff work performance review	52	R & I	100% compliance of initial work performance review at end of predetermined probationary period for all staff
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

6. Retention of Staff

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Staff compensation	52	R	100% compliance with compensation based on education, related work experience, completed training, work performance and local industry standards
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Staff benefits reflect industry references	52	R	100% compliance; staff benefit packages reflect current industry references and local competition
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Direct care staff turnover rate	52	R	Annual direct care staff turnover rate not to exceed 30%; consequences and corrective action in place and implemented
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

7. Volunteers

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Volunteer criteria	52	R	100% of regular volunteers meet qualification criteria and job description
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Volunteers not counted in ratio	52	R & I	100% compliance with volunteers never being counted in staff-child ratios
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Volunteer tracking system	52	R	100% compliance system that tracks volunteer hours, number of volunteers and any increase child care subsidy
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

C. Risk Prevention and Management

1. Child Supervision

Objective: To ensure that staffing and procedures are in place to provide continuous supervision of all children, minimize child transitions, and comply with group sizes and staff-child ratios. Continuous adult supervision of children, sufficient staff, organized staffing patterns, lower staff-child ratios and smaller group sizes are major determinants in promoting child safety and increased positive interaction among children and adults and children and their peers.

- a) Primary caregiving staff shall be assigned to each child. There is specific accountability for each child by one staff member. Parents are introduced to the primary caregivers for their child.
- b) Direct care staff will provide continuous direct supervision by being able to see and hear all children at all times. Mirrors, cameras, intercoms, and vision panels are used to support staff's role in reducing risk to a child, but will not be a substitution for staff.
- c) Staff continuously assess environments both indoors and outdoors for opportunities to improve their ability to see and hear children during activities. Staff must place themselves physically so that there is optimal supervision of children.
- d) Direct care staff count children hourly to confirm the safe whereabouts of every child. Staff-child ratio counts are conducted and recorded throughout the day during arrival and departure, naptime and in connection with transitions. Sign in and out records are utilized as children join and/or leave the group. **See Appendix A-11 1851 Sign In/Out and Staff-Child Ratio Sheet.**
- e) Child development programs comply with the recommended NAEYC staff-child ratios and group sizes as follows:

Staff-Child Ratios and Group Sizes		
Age Group	Group Size	Staff-Child Ratio
Infants Level 1 (4 weeks to 18 months)	8	1:4
Infants Level 2 (18 months to 24 months)*	10	1:5
Toddlers (24 months to 36 months)	14	1:7
Preschool (3 to 5 years)	20	1:10
Kindergarten (5 to 6 years)	24	1:12

* When infants are grouped in one group ages 4 weeks to 24 months, the group size is 8 and the ratio becomes 1:4.

- Multi-age grouping is permitted as long as group size and staff-child ratio are based on the youngest age group that comprises 20 percent or more of the group. During naptime, ratios may be doubled for children over 24 months when staff remains in the building.
 - Ratios and group sizes may be lowered in order to accommodate specific program activities and the inclusion of children with special needs.
 - Staffing patterns accommodate staff breaks and emergencies so that direct supervision and staff-child ratios are maintained. When regularly scheduled staff are absent, staffing is maintained by qualified substitutes.
 - Volunteers may enrich the supervision ratio but shall not be used to maintain staff-child ratios.
 - Program management staff is always available to address staffing issues and concerns as they arise.
 - Ratios may be lowered during field trips depending upon the risk associated with the field trip activity. Decisions on adjusting the ratio will be made jointly by program management and installation safety personnel.
- f) The number of transitions and regroupings will be minimized. Options utilized may include multi-age groupings and the movement of primary caregivers with children as they grow.

2. Appropriate Guidance and Discipline

Objective: To minimize risk to children and to ensure that staff use developmentally appropriate guidance techniques. Techniques are constructive, focus on building skills for problem solving, conflict resolution, self-discipline, and promote healthy relationships with adults and other children. Positive staff-child interactions and developmentally appropriate guidance techniques minimize the risk of child abuse and foster children's ability to develop an understanding of and respect for self and others.

- a) Staff shall not use any type of physical or mental punishment, humiliation, or abusive language toward children.
- b) All staff shall use positive guidance techniques based on:
 - Establishing clear guidelines, limitations and consequences that are understandable and developmentally appropriate
 - Being consistent and explaining to the child before and at the time of correction
 - Including children in the process of establishing rules, problem solving and the resolution of conflicts
 - Acknowledging children's feelings with respect
 - Guiding children in learning self-control and cooperation and in developing positive relationships with peers and adults
 - Role modeling and demonstration of positive alternatives
 - Assessing the physical environment, schedule, and activities in order to minimize potential problems
 - Encouraging/praising children and positive behavior
 - Anticipating behaviors and potential problems
 - Redirection and diversion.
- c) Children are never punished in relation to toileting, napping, or eating/drinking.

- d) Staff and parents shall be informed in writing of appropriate touch and guidance policy. **See Appendix B-2 Sample Touch Policy.**
- e) Children's aggressive physical behavior is immediately addressed to protect all of the children. This includes:
 - Separation of children involved
 - Immediate comfort to the child who was injured
 - Care of any injury suffered
 - Documentation of incident—**See Appendix A-5 1845 Incident Report**
 - Notification of parents whose children are involved
 - Review adequacy of staff supervision, what precipitated the event, and action taken
 - Provide additional staff training as needed
 - When a child's behavior is reoccurring, a referral will be made to the special needs committee.

3. Background Screening

Objective: To ensure that an extensive background screening process is in place for all employees, contract employees and volunteers to provide as safe of an environment for the children as possible.

- a) All staff working in a child development program, including volunteers, have been successfully cleared after extensive background investigations.

National Records Check

- The government performs all background investigations. The background investigations for APF and NAF child care personnel are initiated through the respective civilian personnel office. Background investigations for contract personnel are initiated through the Personnel Security Office. The background investigations for child care personnel are completed by the Office of Personnel Management and are called

Child Care National Agency Checks with Written Inquiries (CNACIs). The CNACI includes the following elements:

- Defense Clearance and Investigations Index (DCII) check
- Suitability and Investigations Index (SII) check
- National Agency check
- FBI fingerprint/name check
- Citizenship verification
- Employment check
- Reference check
- Credit check
- State Criminal History Records (SCHR) check.
- Adjudication of contractor CNACIs will be the responsibility of DLA Support Services, Command Security, DSS-SC.
- Until all background investigation results are completed and favorably adjudicated by DSS-SC, sole line of sight authority is not granted and all new staff are assigned with experienced cleared staff.

Local Records Check

- Prior to selection of an applicant, only the local records checks of information at the current installation must be fully completed. Any additional checks from prior installations will begin immediately after the individual has been selected. Selectees will be permitted to provide child care services under the line of sight supervision until the entire background checks required are completed.
- The Installation Record Check (IRC) consists of local records checks on applications for a minimum of two years. The local background checks include: Military police/security criminal investigations, local law enforcement, Military Family Advocacy Central Registry, Family Housing, and Drug and Alcohol employee assistance program (EAP).
- The Criminal Investigations Division Crimes Records Center (CDIC) check is only a check with the installation to

see if they have any record on the individual. Favorable completion of the IRC must be a condition of employment in all cases.

- Once the IRC at the current installation is favorably completed (not just the CDIC), the individual can begin work while their other investigation is running. Until the DLA Criminal Investigations Activity (DCIA) is completed the person must be sole line of sight authority and shall be assigned with an experienced cleared staff. Until all CNACI background investigation results are completed and favorably adjudicated by DSS-SC, sole line of sight authority is not granted. All new staff are assigned with experienced cleared staff.
- A tracking system should be established for the IRC process. **See Appendix C-5 Sample IRC Tracking System and Appendix C-6 Sample IRC Memo.**
- An email could be placed under For Office Use Only (FOUO) in the employee's folder for verification.
- Part of the screening process also includes consideration of suitability factors in addition to the actual background check information such as delinquency or misconduct in prior employment and dishonest or disgraceful conduct. These factors weighed against the type of position, recentness of the conduct, age of the person at the time of the conduct, and circumstances surrounding the conduct should be considered when making hiring decisions.
- Personnel Security adjudicative determinations will be maintained for two years after departure from employment if favorable, and five years after departure from employment if unfavorable.
- Personnel policies are in place to address professional behavior and expectations.
- Job descriptions and performance standards are given to new employees.
- A government team shall be established to review and make recommendations

regarding issues and concerns that impact the program safety and quality (i.e., interpretation of policies, background screening results, etc.). Team members include, but are not limited to, representatives from program management, CDSC/CYDPC, security, legal, safety, and FAPM.

- For contractor managed programs, the contractor shall incur all costs of background investigations when the annual turnover rate exceeds 20 percent.
- During start up operations, the number of completed staff background investigations necessary to open the program to children will be proportional to the number of classrooms in operation.

4. Child Abuse and Neglect Prevention and Reporting

Objective: To ensure that all policies and procedures for preventing, identifying, and reporting child abuse/neglect reflect DoD guidance and that all child development personnel, volunteers and parents are informed regarding these policies and procedures. All policies, procedures, practices, and decisions are based on the NAEYC principle "Above all, we shall not harm children." Children shall be provided a safe, healthy, nurturing environment and cared for by adults who protect their well-being and are positive role models. Training, staff screening and child supervision are key components to the prevention of child abuse and neglect.

- a) All staff and volunteers associated with the child development program shall receive initial training in child abuse recognition, prevention, and reporting and training will continue on an annual basis. The Family Advocacy Program Manager (FAPM) will provide the training content and determine the length. The training shall include, but is not limited to:
 - The definition of child abuse which includes any physical, sexual, or

emotional abuse or maltreatment and neglect to a child

- Recognizing indicators and symptoms of abuse and neglect
 - Reporting procedures
 - Providing appropriate guidance techniques
 - Defining prevention procedures of child abuse/neglect in child development centers
 - Sensitivity to cultural differences
 - Defining child supervision policies
 - Admission and release policies
 - Using the Child Abuse Risk Assessment Tool (CARAT).
- b) Supervision of children shall be continuous and access to children monitored.
 - Sufficient number of staff and organized staffing patterns support continuous direct supervision of children.
 - A minimum of two staff in the center is required when children are present.
 - Child development facilities will be equipped with features to minimize risk and to support monitoring of children and of adults working with children, i.e., mirrors, vision panels, cameras, intercoms, etc.
 - Written policies regarding monitoring procedures and features are in place.
 - Procedures are in place regarding limitations on darkening of rooms and do not allow total darkening during hours of operation.
 - Access to children by anyone other than parents and qualified and authorized personnel shall be controlled and monitored. **See Appendix A-21 1856 Child Care Emergency Contact Information.**
 - Visitors are required to sign in and out, wear visitor badges, and are monitored by child development personnel.
 - All staff and volunteers shall wear identification while on duty. The staff whose background checks have not been received will be easily and clearly identifiable. The identification for volunteers clearly identifies them as a volunteer.

- A key control log will be utilized for accessing rooms that are kept locked at all times, such as adult toilets, laundry rooms, storage areas, and janitor closets. **See Appendix A-10 1850 Key Control Log.**

c) Reporting child abuse and neglect

- Prior to working with children, all staff will be informed of their legal and ethical responsibility to report all suspected child abuse and neglect immediately.
- Staff shall be informed that failure to report suspected abuse or neglect will require that serious disciplinary action be taken.
- Staff shall be informed of reporting procedures, to include phone numbers, the necessary information needed to make a report and the requirement for confidentiality.
- Reporting procedures are required to be clearly posted through the facility and include the DoD hotline telephone numbers and local reporting numbers. **See Appendix B-3 DoD Hotline Poster.**
- Direct reporting must first occur to the FAPM. **See Appendix A-6 1846 Suspected/Reported Child Abuse or Neglect Report.**
- Simultaneous reporting to program management and installation designee will occur after the FAPM is involved.

d) Management procedures and allegations

- The CARAT shall be used annually and whenever child abuse within the program is reported. The intention of annual use is to minimize potential risks within the program.
- Any staff member(s) accused of child abuse is immediately suspended from direct care responsibilities and placed in a non-child related position (with pay) pending and during the investigation. Suspected or accused staff may be given duties that do not require interaction with children.

- Parents of children who are suspected to have been neglected or abused, as well as the parents of other children in the program, shall be notified of any ongoing investigation.
- No accusations or affirmations of guilt are made until the investigation is complete.
- Suspected child abuse or neglect must be telephonically reported to HQ DLA within 24 hours and a child abuse/neglect report form prepared. **See Appendix A-6 1846 Suspected/Reported Child Abuse or Neglect Report.** Suspected child abuse or neglect is defined as suspected child abuse (out of or within the center), suspected child neglect (out of or within the center), lost children, negative media impact issues, injury that causes further medical attention, and fatal injury to a child or staff member. A final memorandum will be filed at the conclusion of any investigation. The memorandum will not include the names of victims or alleged perpetrators. All reports are forwarded to the installation commander.
- Work schedules, incident reports, and other administrative files and records shall be made available to investigators upon request.
- All media inquiries are to be referred to the Public Affairs Information Office (PAO). Media access to the center is not allowed during a crisis situation. Media access will be prearranged at times when staff and families have been informed and when such visits will cause the least amount of disruption to the program.
- Staff found guilty of child abuse/neglect shall be immediately relieved from employment.

e) Security of facility

- The child development facility will be maintained and monitored to ensure safety and security.

- Child development director or designee shall be on duty at all hours of operation.
- Intrusion alarms, doorbells or comparable mechanisms are in place and utilized for doors that lead to street, parking lot, or unfenced areas.
- If cameras are used, precautions are taken to establish safeguards to ensure confidentiality of records, and written procedures are established regarding access to tapes and archiving tapes in order to protect against any harm, embarrassment or inconveniences that could result from disclosure of the videotapes. Cameras are utilized to:
 - Monitor activities within classrooms
 - Review and evaluate employee training competency and job performance
 - Share information with parents on child's behaviors
 - Monitor corridors, playgrounds, and entrance into the facility.
- Written policies and checklists shall be in place and incorporated in personnel training regarding safety and security procedures. These include procedures for:
 - Opening and closing the facility, checking that all doors and gates to the outside are secure
 - Checking the adult bathrooms, janitorial closets, offices, laundry and storage areas, and any rooms or closets without vision panels
 - Indoor and outdoor safety checks are conducted in all classrooms daily and monthly—**See Appendix A-1 1841 Outdoor Safety Checklist and Appendix A-2 1842 Indoor Safety Checklist**
 - Work order tracking
 - Child accountability during transitions and field trips.
- The government, using the copies of reports kept in the program files, will review written verification and documentation of security procedures.

5. Program Assessment

Objective: To ensure continuous improvement of the quality of child development programs through regularly scheduled and unannounced quality assurance assessments, reviews and inspections. Both objective, outside assessments and self-assessments are required.

- a) Program self-assessments shall include the use of specific tools. The results and corrective action plan shall be documented and on file. The following shall be utilized by staff and will be included as part of the individual education plan requirement:
 - Environmental rating scale instruments include ITERS (Infant Toddler Environmental Rating Scale) and ECERS (Early Childhood Environmental Rating Scale) and shall be used annually
 - NAEYC Early Childhood Classroom Observation shall be used in all classrooms annually
 - CARAT (Child Abuse Risk Assessment Tool) shall be used annually and when there is a child abuse/neglect allegation made involving staff
 - DLA Child Development Program Evaluation Tool (CDPET) Requirements shall be used internally on an ongoing basis and a minimum of annually by outside inspectors during unannounced inspections.
- b) Other inspections for child development programs include:
 - Minimum of four unannounced inspections shall be conducted every 12 months with at least one of the four conducted by HQ DLA. Inspections are spaced throughout the year to ensure continuous monitoring.
 - Areas evaluated during the inspections include risk management, health and sanitation, fire and safety, facility, food service, and programming and curriculum.
 - One installation review per year shall include a combined approach with

representatives from the local installation multidisciplinary team and parent interviews.

- Monthly food service sanitation, safety and fire inspections.
- Quarterly health and sanitation inspections.
- Results of major inspections and corrective action plans shall be reported to the installation commander and kept on file. Inspectors will identify the timeline in which corrections must be completed.
- Written procedures will be in place to provide inspection results upon parent's request.

c) All child development programs shall attain and retain DoD Certification by a HQ DLA program assessment and NAEYC accreditation from a validation visit every three years.

d) A customer satisfaction survey shall be conducted annually at a minimum and is followed up by a plan that addresses the areas of concern or dissatisfaction identified. **See Appendix A-23 1858 DLA Child Development Program Customer Satisfaction Survey.**

e) A child development program needs assessment shall be conducted to identify level and type of program services needed.

Program Assessment	Frequency
ITERS	Annually
ECERS	Annually
NAEYC Classroom Observation	Annually
CARAT	Annually and when there is a case of child abuse/neglect
CDPET Requirements	Annually
Food Service Sanitation	Monthly
Safety	Monthly
Fire	Monthly
Health	Quarterly
Sanitation	Quarterly
Customer Satisfaction Survey	Annually
Classroom Safety Checklist	Daily & Monthly
Outdoor Safety Checklist	Daily & Monthly

6. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Military Child Care Act (MCCA) of 1996
- Crime Control Act of 1990.

Government Policy

- DoDI 6060.2
- DoDI 1342.17
- DoDI 1402.5
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

National Standards

- State Licensing (if applicable).

C. Risk Prevention and Management

1. Child Supervision

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Primary care giving assignments	67	R, O & I	Each child is assigned a primary caregiver
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Staff-child supervision	67	R & O	100% compliance of staff continuous direct supervision of children; staff physically place themselves for optimal child supervision
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Ratio counts	67	R & O	100% compliance with staff-child ratio counts
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Transitions and regrouping of children	67	R, O & I	80% compliance with minimizing children transiting and utilizing multi-age groupings
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Appropriate Guidance and Discipline

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Appropriate guidance and discipline	68	O & I	Zero tolerance of any kind of physical or mental abuse or punishment; food is never withheld as a form of discipline; the environment is arranged so that a minimal number of "No's" are necessary
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Positive guidance	68	O & I	100% compliance; only positive guidance techniques are acceptable methods of guiding a child's behavior; staff guides children to resolve conflicts and model skills that help children to solve their own problems; staff apply logical/natural consequences in problem situations
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Appropriate touch and guidance polices in place	68	R & O	100% compliance with appropriate touch and guidance of young children policy
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Background Screening

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Screening of employees and volunteers	68	R	100% compliance with mandatory background investigations completed; results cleared for all staff and volunteers
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. National records check	68	R & I	100% compliance with national records check investigation
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Line of sight authority	69	R & I	100% compliance until favorable background investigation results are complete, staff will be assigned at all times with cleared staff
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Local records check	69	R & I	100% compliance with local records check investigation
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. IRC tracking	69	R & I	100% compliance with a tracking system established for IRC
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Suitability factors	69	R & I	100% compliance with screening process of new staff includes consideration of suitability factors
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Personnel policies	69	R & I	100% compliance with personnel policies in place to address behavior and professional expectations
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Team to review background check results	69	R & I	100% compliance with a government team in place to monitor impact on program safety and quality
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. Child Abuse and Neglect Prevention and Reporting

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Child abuse training	70	R & I	100% compliance of all new staff and volunteers receiving child abuse training provided by FAP
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Supervision of children	70	R & O	100% compliance with staff-child ratios and all classroom monitoring procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Access to children	70	R, O, & I	100% compliance with policies to limit and monitor access to children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Staff identification	70	R & O	100% compliance with all staff wearing identification
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments:			
5. Key control	71	R, O & I	100% compliance with key control system
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments:			
6. Reporting of child abuse	71	R, O & I	100% compliance with and knowledge of posted child abuse reporting procedures
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments:			
7. Child abuse prevention management procedures	71	R & I	100% compliance with CARAT being conducted annually
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments:			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Addressing child abuse allegations	71	R, O & I	100% compliance with accused staff handled per established procedures and 24 hour notification to HQ DLA
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
9. Reporting of suspected child abuse or neglect	71	R, O & I	100% compliance with 24-hour report to HQ DLA
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
10. Security of the facility	71	R, O & I	100% compliance with established security policies and practices
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
11. Written security policies	72	R	100% compliance with written security policies and practices
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

5. Program Assessment

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program self-assessment	72	R & O	100% compliance with tool administration, and corrective action plan implemented
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. ITERS	72	R & O	100% compliance with tool administration, annually in infant and toddler classrooms and corrective action plan implemented
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. ECERS	72	R & O	100% compliance with tool administration, annually in preschool classrooms and corrective action plan implemented
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. NAEYC classroom observation instrument	72	R & O	100% compliance with tool administration, annually in classrooms and corrective action plan implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. CARAT	72	R & O	100% compliance with tool administration, and corrective action plan implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. CDPET	72	R & O	100% compliance with tool administration, and corrective action plan implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Program inspections	72	R	100% compliance with program corrections within timeframes
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. DoD program certification	73	R	Program shall attain and maintain DoD certification
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. NAEYC program accreditation	73	R	Program shall attain and maintain NAEYC accreditation
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Customer satisfaction survey	73	R & I	90% compliance with parents satisfied with program utilizing the DLA customer satisfaction survey annually
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

D. Developmental Programming and Curriculum

1. Curriculum Development

Objective: To provide a curriculum that is based on the principles of child development, supports individual needs and interests, and reflects NAEYC goals and philosophy. Involvement of staff in the development and ongoing assessments of the philosophy, goals and components of developmental programming contributes to successful implementation and increased effectiveness.

- a) The child development program philosophy and curriculum plan shall be in writing and shared with all families.
- b) The child development program curriculum includes planned developmentally appropriate activities, the availability and use of materials and equipment, the daily schedule, transitions between activities, and other routines that serve as active learning experiences. Curriculum development reflects children's temperaments, cultural backgrounds, learning styles, needs, and interests.
- c) The curriculum should be an expression of and exposure to cultural and ethnic diversity. Planning for cultural diversity to enrich the learning experience of all children is encouraged.
- d) The Training and Curriculum Specialist (TAC), with the active involvement of staff, will be responsible for planning a curriculum that helps children develop socially, emotionally, cognitively, physically, and creatively and that is supportive of children's individual patterns of growth and development. The staff is responsible for implementation of the developmentally appropriate curriculum. The TAC will ensure proper implementation and quality of the program. The Center Director's role is to review the curriculum and monitor implementation and quality.

- e) Child development program staff are provided opportunities as a team to review philosophy, goals and the curriculum development process.
 - Program staff meet at a minimum of quarterly to review the curriculum development process and goals and how the needs of the children and families are being met.
 - A formal review of the curriculum development process and program goals shall be conducted annually.
- f) Techniques, activities and equipment shall be used to stimulate children's curiosity, inventiveness, problem-solving and communication skills.
- g) Staff shall establish clearly defined goals for individual children and use these goals as a basis for curriculum planning.
 - Identification of individual goals includes ongoing assessments of each child's skills, developmental levels, and readiness for new learning opportunities, as well as any curriculum adjustments needed.
 - Individual descriptions of children's development and learning are compiled and used as a basis for planning curriculum. Descriptions include anecdotal records, activity room and playground observations, nationally or locally developed checklists based on principles of child growth and development, portfolios of children's work and/or case studies.
 - Reasonable accommodations are made in the activity rooms for enrolled children with special needs.
- h) The curriculum is incorporated into day-to-day operations with built-in flexibility to support the needs and interests of children.
 - Daily schedules are carefully planned and are posted in each activity room. Based on the children's needs and interests, changes to the daily routine or schedule may be necessary.

- Respect for the inclusion of all children is demonstrated by the staff's flexibility and their sensitivity to and awareness of varying developmental levels.
- i) Transitions between activities and routine tasks are treated as learning opportunities.
- Teachers plan for and give children advance notice of transitions.
 - Transitions are gradual, minimizing the time that children spend waiting.
 - Routine tasks such as feeding/eating, dressing, sleeping, diapering and toileting are handled in a relaxed and individualized manner and are incorporated into the child's daily experience to enhance self-help skills and independence.

2. Interactions and Relationships

Objective: To ensure that staff are trained on and implement the NAEYC accreditation criteria for staff-child interactions and that children's physical, social, cognitive, and emotional development is supported by positive and respectful interactions and relationships with adults and peers.

- a) Staff shall interact with children through frequent verbal and nonverbal communication expressing genuine interest, respect and attention.
- Staff are directly engaged with children and express affection and support.
 - Staff are available and responsive to children regardless of behavior.
 - Staff speak with children at their eye level and with individual children during all daily routines.
 - Staff seek meaningful conversations with children and encourage children to share their thoughts, feelings and ideas. Whenever possible, staff incorporate children's ideas and suggestions.
 - Staff use open-ended questions and language extension techniques, engaging children in describing and identifying feelings, experiences, and events.

- Staff are aware of the activities of the whole group even when interacting with a small group of children.
- Staff recognize and respect individual differences in children. All children are treated equally regardless of race, sex, religion, family background or culture.
- Staff are trained in child guidance techniques and promote and support the development of responsibility, self-control, and appropriate social behaviors.
- Staff foster independence and the development of self-help skills in children, i.e., washing hands, brushing teeth, wiping spills, setting and cleaning up the table, caring for supplies and equipment, etc.
- Staff are trained to utilize a variety of teaching strategies including inquiry, observation, play and play extension, exploration, coaching, and directly guiding children.

3. Developmentally Appropriate Practices, Activities and Experiences

Objective: To provide a variety of developmentally appropriate activities and experiences for children that reflect the NAEYC criteria for accreditation and Developmentally Appropriate Practices and that promote children's individual interests, active participation and discovery, and learning opportunities about the environment, community and self.

- a) The daily schedule reflects a balance of activities and experiences to include teacher and child initiated activities, quiet and active play, indoor and outdoor activities, large and small muscle activities, private/individual time, large group and small group times.
- All age groups play outdoors daily unless health and/or safety conditions do not permit.
 - Staff provides time during the day for children to select their own activities. Several options are available from which children may choose.

- Staff encourages child participation in activities but respect the child's decision not to participate.
- b) Concrete, experiential activities are offered to children that are part of an integrated curriculum approach that allows adequate time for children to become engaged. Activities and experiences:
- Contribute to positive self-esteem and a sense of emotional well-being
 - Help develop social skills and healthy peer interaction
 - Assist in developing problem-solving and reasoning skills
 - Enhance language and literacy development
 - Recognize the importance of early brain development in children from birth to 3 years of age.
 - Encourage creative expression and appreciation for the arts
 - Enhance physical development and skills
 - Illustrate and teach sound health, safety and nutritional practices
 - Respect families and cultural diversity
 - Enhance numeracy.
- c) Staff have adequate time to review upcoming daily activities and prepare the indoor and outdoor environment prior to children's arrival.
- d) Field trips will be utilized to provide enriched experiences for children that are not available in the classroom.
- Field trips will follow the same developmentally appropriate guidelines and safety procedures as planned experiences and activities within the classroom.
 - Parents will be encouraged to participate.

4. Developmentally Appropriate Equipment and Materials

Objective: To provide the minimum standard equipment and materials that support the NAEYC accreditation criteria, accommodate a

wide range of ages and developmental stages, and contribute to high quality child development programs.

- a) The NAEYC accreditation criteria and the books *The What, Why, and How of High-Quality Early Childhood Education* and *The Right Stuff* provide lists of appropriate toys, materials, and equipment for each age group.
- b) The use of active media that preschool and kindergarten children can control may be incorporated into the learning activities and includes videotaping, audiotaping, uses of cameras, and developmentally appropriate computer software. Active media shall not be used in infant and toddler programs.
- The use of passive media such as television, films, and videotapes is rare, if at all, and is limited to developmentally appropriate programming.
 - Programming shall be previewed ahead of time by staff, and approved by the TAC specialist and director.

5. Environments

Objective: To ensure that all indoor and outdoor physical environments comply with NAEYC accreditation criteria and positively contribute to the safety and well-being of children and adults. The quality of the physical environment impacts the quality of staff-child interactions and developmental programming.

- a) Activity rooms are organized into a variety of learning areas, including blocks, art, dramatic play, writing, music, science, math, manipulatives, and books. Activity rooms also include available space for sand and water play and woodworking.
- b) Activity room space is arranged so that it allows for easy supervision and clear pathways between areas.
- c) Space arrangement accommodates children in large groups, small groups or individually.

- d) Each child is provided a space where personal items, extra clothes, artwork, correspondence to parents, etc. are kept.
- e) Private spaces are also provided indoors and outdoors so children can play alone or with a friend.
- f) A variety and sufficient amount of age appropriate toys and materials for children are available, rotated to maintain interest, and easily accessible to children. Multiples of popular toys, especially for infants and toddlers, minimize potential conflicts. The indoor and outdoor environments include a variety of soft materials.
- g) Appropriate objects such as soft balls and beanbags that can be thrown or kicked are provided.
- h) Diversity of cultures is reflected in the toys in each classroom.
- i) Non-walkers are provided play spaces that protect them from children who are walking and that encourage crawling/toddling.
- j) Kindergarten children are provided separate space for activities and ongoing projects.
- k) Outdoor environments include:
 - Space for gross motor development and extension of indoor activities (i.e., art, music, science, meals/snacks, dramatic play experiences, etc.)
 - Sand and water, sunny and shady areas, grassy areas, varied surfaces and terrain, and age appropriate, sturdy equipment for riding, balancing, climbing, pulling up, and crawling
 - Accommodations for individual and group activities and for enrolled children with special needs.

6. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When

there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Public Law

- Military Child Care Act (MCCA) of 1996.

Government Policy

- DoDI 6060.2
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

National Standards

- National Association for the Education of Young Children (NAEYC) Accreditation Criteria & Procedures for Early Childhood Programs.

D. Developmental Programming and Curriculum

1. Curriculum Development

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Program philosophy and curriculum plan	88	R & O	Program philosophy and curriculum plan in place and being implemented
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Curriculum development	88	R, O & I	100% compliance with curriculum development process; T&C with staff plan, staff implements activities and center management review and monitor implementation and quality
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Review of curriculum development process	88	R, O & I	100% compliance with team review throughout year and formal annual review
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Individual child goals	88	R	100% of children have individual developmental plans that reflect child's developmental levels, descriptions of child's development based on anecdotal records, observations and principles of growth and development and portfolios of children's work
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Curriculum flexibility	88	R & O	100% of current lesson plans are posted and staff demonstrates respect for all children at all developmental levels alternating periods of quiet and active play and large muscle and small muscle activities provided; changes to the daily routine are implemented as needed based on children's needs and interests
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Transitions	89	O	Pre-arranged transitions are respectful of children's needs and minimized where possible; transitions that occur are smooth and unregimented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Interactions and Relationships

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Staff directly engaged with children	89	R, O & I	100% of time staff are readily available to children, and respond on child's eye level
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Staff seek meaningful conversations with children	89	O	Direct care staff conversations encourage children to express themselves and majority of questions asked are open-ended; staff listens to children with attention and respect; staff actively seeks meaningful conversations with children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. All children treated equally	89	O & I	Zero tolerance for any discriminatory actions toward any child for any reason; staff respond to teasing or rejecting among children by intervening to discuss similarities and differences; staff listens and acknowledges children's feelings and frustrations and responds with respect
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Staff fosters independence	89	O & I	Direct care staff fosters independence and encourage self-help skill development in children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Developmentally Appropriate Practices, Activities and Experiences

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Daily activity schedule	89	R & O	100% of schedules are posted; implementation of schedules has built in flexibility and supports all needs and the interests of children; outdoor play occurs daily when weather and safety permit
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Concrete experiential activities	90	R & O	Variety of developmentally appropriate activities foster positive sense of self, social skills; encourage children to think, reason, question and experiment; encourage language and literacy development and strengthen physical development; encourage creative expression, respect for cultural diversity and enhance numeracy
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Staff preparation time	90	R & I	Program leads have scheduled time out of the activity room to prepare activities
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Field trips	90	R, O & I	All field trips enrich and enhance the curriculum
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. Developmentally Appropriate Equipment and Materials

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Materials and equipment	90	O	A variety of age appropriate materials and equipment in adequate supply are available for children both indoors and outdoors
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Active media	90	O	Active media (for preschool and pre-K children only) such as computers, audiotaping, and cameras are available for children in an age appropriate and equally accessible manner
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Passive media	90	R & I	Passive media such as television, if allowed, is limited in use and when used children always have another activity choice available; 100% of the programming is previewed ahead of time and approved by the T&C
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

5. Environments

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Activity room organization	90	O	100% of the activity rooms are organized into interest centers and provide enough usable space so children are not crowded and have individual space for each child's belongings
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Activity room arrangement	90	O & I	Activity room space is arranged to accommodate children individually, in small groups and in a large group; areas are organized for easy supervision by staff
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Child access to age appropriate toys and materials	91	O & I	Supplies and equipment are adequate enough so a reasonable number of children can play with similar items at once to avoid conflicts; developmentally appropriate materials are available for all age groups served; materials and equipment reflect the diversity of the children in the center and society
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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E. Food

1. Food Preparation

Objective: To ensure that the child development food program (food prepared at or for the child development center) complies with all USDA CACFP guidelines and NAEYC accreditation criteria. The focus is that food preparation, food service, staff training, and nutritional requirements of children are met.

- a) Cycle menus of four to six weeks shall be prepared. Menus are seasonal, include the most plentiful foods for that season, and reflect cultural diversity. **See Appendices C-7, C-8, and C-9 Sample Menus.** Portion controls shall be implemented, and menu plans and food service routines shall be reviewed and approved by a registered dietician or nutrition specialist with comparable nutrition and food service expertise.
- b) The nutritional value of the food served by the child development program complements and supplements food served to the child at home. The food served should contribute to meeting the child's daily nutritional needs.
- c) A written policy is implemented regarding food substitutions and an approved list of substitutions. Substitutions shall not change the nutritional value of a meal or snack. Menus and substitutions to menus shall be posted.
- d) Foods reflecting the cultural diversity of children at the center are served frequently. Menus offered are based on what children need and not on the preferences of adults.
- e) Food preparation allows for second helpings of vegetables, fruits, bread and milk. **See Appendix C-10 Child Food Portions.**
- f) Regular meals and snacks shall be scheduled and served to children no more than three hours or less than two hours apart.

- g) All purchased food meets the following requirements:
 - Suppliers of food and beverage meet local, State, and Federal codes.
 - Purchased meats and poultry have successfully passed inspection by Federal or State inspectors.
 - All milk products are pasteurized.
 - Limit foods and beverages high in sugar, foods high in fat, high in salt, and with breadings; and limit the number of times sandwiches are served.
 - For children, soft drinks and carbonated beverages will not be permitted. Only 100% juice will be served.
- (h) No food will be brought into the center to serve to children with the exception of food for infants and special condition food documented in a management plan.
- i) Food will be prepared according to the current USDA food codes and the food server handling course (Serv Safe course or the equivalent).
 - Individuals who are ill or show signs of illness shall not handle food.
 - Personnel hired as kitchen staff will not change diapers.
 - AM and PM checks will be conducted to monitor temperatures of equipment and food. **See Appendix B-4 Food Temperature Chart.**
- j) All equipment, food preparation, storage and service areas shall comply with the food service sanitation requirements of the supporting DoD agency.
- k) Kitchen doors are kept closed at all times.
- l) Food service personnel training is current and documented.
 - All cooks and food service workers must obtain food service handler certification through the 40-hour Food Safe course.

2. Nutrition and Feeding

Objective: To ensure proper nutrition and feeding procedures and policies are implemented based on the child's nutritional needs and age and stage of development and that meal times reflect developmentally appropriate practices that contribute to healthy physical, social, emotional, and cognitive development of young children.

a) Infant and toddler precautions include the following:

- At least one staff member trained in first aid and pediatric CPR shall be present whenever infants or toddlers are being fed. Round, firm foods that can lodge in the throats of children who are under the age of 4 years are not permitted. These types of foods may include but are not limited to hot dogs, whole grapes, peanuts, celery and carrot sticks, corn, cucumbers, popcorn, thickly spread peanut butter, and hard candy. No honey is allowed for children under 24 months.
- For children who are 6 months of age or older, food will be cut up into ¼- to ½-inch pieces for finger feeding. Appropriate utensils will be available to children who can use them.

b) Infant and toddler feeding procedures include the following:

Staff responsibilities include:

- Breastfeeding shall be supported by providing a place for nursing mothers and by coordinating the child's feeding routines with the mother's schedule. Expressed breast milk may be brought from home if frozen or kept cold during transit. Bottles containing breast milk shall be labeled with the time and date of expressing and be used within 48 hours and shall be thawed under running cold water or in the refrigerator. Precautions taken for the handling of a bodily fluid apply when handling breast milk.

- Once open, liquid formula containers will be emptied into a glass or plastic container, refrigerated, and discarded after 48 hours. Any contents remaining in a feeding bottle after a feeding will be discarded.
- During feeding, the child's primary caregiver will sit near the child, make eye contact and communicate with the child.
- When high chairs are used, staff shall use seat straps. High chairs are stored out of the path of exits or walkways.
- When bottle feeding, infants will be held and fed sitting up. Bottle propping is not permitted. Infants shall not be allowed to carry bottles around. Infants shall be fed "on demand" to the extent possible, but at least every four hours and usually not more than hourly. Parents will be consulted on the feeding schedule.
- When infants can hold their own bottle, a staff member will be close by during feeding.
- Bottles to be warmed will be placed in a crockpot or bottle warmer for five minutes, shaken, and temperature tested before feeding. Bottles shall not be warmed in a microwave oven.

c) Infant and toddler food storage:

Parent responsibilities include:

- Formula must be brought to the center in a factory-sealed container and labeled with the child's name. The formula shall be in a ready-to-feed strength or prepared from powder or concentrate. Formula is diluted according to instructions provided by the manufacturer or from the child's health provider.
- Parents will ensure only clean, sanitized bottles and nipples that appear to be free of debris are brought into the center. All prepared bottles brought from home will be labeled with the child's name and date.
- All filled bottles are refrigerated until immediately prior to feeding and are

not prepared and stored more than 24 hours before feeding occurs.

- Only formula or breast milk will be served to infants under 12 months of age. Only whole, pasteurized milk will be served to children between 12 months and 24 months of age who are not on formula or breast milk.
- Skim milk, reconstituted nonfat dry milk, and 1-2% milk will not be served to children younger than 24 months of age, except at the written direction of a health care provider.

Staff responsibilities include:

- Any bottle that appears to be unclean or to have contaminants will not be fed to a child.
- Any content remaining in a feeding bottle after feeding will be discarded.
- To accommodate a child's individual feeding and fluctuating demands, parents may bring clean, labeled, empty bottles for the staff to prepare as "emergency" bottles.
- Commercially packaged baby food shall be served from a bowl or cup and not directly from the commercial container unless the entire container is used for one feeding. Uneaten food in dishes will be discarded.

d) Infant and toddler activity room procedures include the following:

- The introduction of solid foods will begin after consultation with the parent and recommendation of a medical professional.
- Infants (up to 12 months) will only be served baby food that is age and stage appropriate in commercially sealed containers labeled with the child's name and current date. Any exception to this policy requires documentation from a medical professional.
- Infant meals and supplements (snacks) provided by the program shall comply with USDA guidelines.
- Children will be encouraged to self-feed when they appear to have the necessary skills. They will be offered a

choice of foods from a limited number of appropriate options. Children will be encouraged but not forced to eat a variety of foods.

- Children will participate in developmentally appropriate family style dining when they eat food prepared at the child development center.
- Food shall not be offered as a reward or denied as punishment.
- Adults shall not eat any foods or drink any beverages in front of children that the children are not allowed to have.
- Every attempt will be made to serve food promptly once it has arrived in the activity room to ensure the proper food serving temperatures are maintained.

e) Preschool and kindergarten activity room procedures include the following:

- Children will help with family style dining by setting the table, serving food, and clearing and cleaning the table. Family style service is used to teach children how to serve themselves and select portion size.
- Children shall eat only when seated to decrease the possibility of choking.
- Children shall eat as a group to encourage social interactions. Staff shall eat with the children in order to role model, guide and encourage.
- Food shall not be offered as a reward or denied as punishment. Adults shall not eat any foods or drink any beverages in front of children that the children are not allowed to have.
- Every attempt will be made to serve food promptly once it has arrived in the activity room to ensure the proper food serving temperatures are maintained.
- Food served on field trips will be pre-approved as a part of the cycle menus.

3. Special Considerations

Objective: To provide guidance on special considerations and recommend methods of addressing those situations.

-
- a) Children with special nutritional needs or special needs related to their ability to eat shall have an individual management plan that includes a written description of each child's feeding history, including prohibited foods, and substitute foods where applicable. This plan must be supplied by the parent and approved by the child's health care professional upon admission to the program or when identified.
 - b) The center will provide the food; no food will be allowed to be brought into the center from home. Food for children with special nutritional needs will be provided by the parents.
 - c) Procedures will be established to address children with medically documented food allergies. Those procedures will include as a minimum:
 - A photo of the child labeled with the child's name and identifying the allergy
 - Photos will be posted in the activity room and the kitchen
 - Process to make appropriate staff aware of the food allergy.

4. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- USDA Child and Adult Food Program
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

E. Food

1. Food Preparation

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Cycle menus	101	R & O	100% compliance with cycle menus pre-approved by a dietician or nutrition specialist and approved substitutions for all food service
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Foods reflect variety of cultures	101	R & O	Menu items will include a wide variety of cultures reflective of children or the program and children preferences
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Food portions	101	R & O	100% compliance with USDA portions being age appropriate and allowing second helpings of vegetables, fruits, bread and milk
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Food schedule	101	R & O	Food is available to children no more than 3 hours or less than 2 hours apart
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Food purchase	101	R & O	100% compliance with established health purchasing precautions
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Food brought into center	101	R, O & I	100% compliance with no food brought into the center for children except infants and document special conditions
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Food preparation	101	R, O & I	100% compliance with “food safe” recommendations
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Equipment, food prep and storage areas	101	R, O & I	100% compliance with established sanitation practices
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
9. Food service personnel training	101	R & O	100% compliance with training for all staff who prepare and serve food
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Nutrition and Feeding

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Trained staff	102	R, O & I	Minimum of one staff current in first aid and pediatric CPR present during feeding times
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Infant and toddlers precautions	102	R, O & I	100% compliance with limiting round firm foods prone to be choking hazards; formula and breast milk are stored and maintained according to established procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Infant and toddler feeding procedures	102	R, O & I	100% compliance with policies to support mothers who choose to breastfeed
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Infant and toddler feeding procedures (Cont.)	102	R, O & I	Primary staff feed children
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Infant and toddler feeding procedures (Cont.)	102	R, O & I	100% of bottle feeding occurs while held or sitting up; bottles are never propped or carried around
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Infant and toddler feeding procedures (Cont.)	102	R, O & I	Bottles are never heated in a microwave
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Parent responsibilities	102	R, O & I	100% compliance with established procedures for parents to bring filled bottles into the center
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Infant and toddler food storage	103	R, O & I	100% compliance with policies for storage of emptying bottles; after 24 hours, all uneaten commercially packaged baby food is discarded
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Infant and toddler activity room procedures	103	R, O & I	100% compliance with policy to introduce solid foods after consultation with parents; as skills are developed children participate in food service
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Infant and toddler activity room procedures (Cont.)	103	R, O & I	Children are encouraged to self feed when they have necessary skills
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
11. Infant and toddler activity room procedures (Cont.)	103	R, O & I	100% compliance with policy not to use food as a reward or punishment and no food or drinks that are not available to children allowed in classrooms
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
12. Preschool classroom procedures	103	R, O & I	100% compliance with policy of children participating in food service; meals and snacks are served in a group setting with adults seated with children
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
13. Preschool classroom procedures (Cont.)	103	R, O & I	100% compliance with policy regarding food not used as a reward or punishment
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
14. Preschool classroom procedures (Cont.)	103	R, O & I	No food or drinks allowed in classrooms not available to children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
15. Preschool precautions	103	R, O & I	All food served has been maintained at established temperatures and under established conditions, to include field trips
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Special Considerations

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Special needs related to eating	104	R & O	100% compliance with policy to have a written individual management plan approved by health care professional
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Food brought from home	104	R, O & I	100% compliance with policy on no food brought from home
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Food allergies	104	R, O & I	100% compliance with established procedures for medically documented allergies
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

F. Health

1. Health Requirements

Objective: To promote health and minimize the transmission of disease to children and adults by implementing policies for health requirements and health assessments. To identify the need for further screening or health evaluation, referrals, or resources.

Children

- a) Immunizations for children shall be required according to the current schedule recommended by the American Academy of Pediatrics or State Health Department, whichever is more stringent. **See Appendix B-5 Immunizations.**
 - Parents must show proof of health assessment and immunization prior to enrollment. **See Appendix A-20 1855 Child Health Assessment.** Children will not be excluded from the program for failure to be immunized if they have an appointment for immunizations within 30 calendar days. A child whose immunizations are not kept up-to-date will be dismissed after 30 calendar days after initial notification to parents.
 - Children who are not immunized due to medical reasons must have documentation in their registration files. Children whose religious tenets preclude the administration of immunizations shall have documentation from the denomination for inclusion in their medical records. In either case, the health consultant shall approve a waiver for the immunizations. To maintain compliance with the DoD health regulations, children meeting these criteria and not immunized will be excluded from the center during outbreaks of vaccine preventable illness as directed by the State Health Department/supporting Community Health Nurse (CHN).

- b) Periodic well child examinations are required according to the current recommendations of the American Academy of Pediatrics. Documentation of an age appropriate health assessment should be obtained prior to the child enrolling in the program. Parents are responsible for ensuring that their child's health assessment is current and that copies of the health assessment/immunizations are provided to the child development program.

- Health assessments are required upon entrance into the program and each time the child changes age groups within the program or when the assessments exceed two years. **See Appendix A-20 1855 Child Health Assessment.** Program records shall be reviewed to be sure each child's immunization and other routine preventive health services are current (at least annually and semi-annually for infants).

Staff/Volunteers

- a) All staff and volunteers will have an initial job-related health assessment signed by a health care provider that includes:
 - Health history review
 - Identification of any physical limitation relating to the physical requirements of the position (must be able to walk, bend, stoop, and lift 40 pounds)
 - Physical examination
 - Vision and hearing screening
 - Tb screening (using Mantoux skin test)
 - Review of immunizations status
 - Review of occupational health concerns, if applicable
 - Host State requirements.
- b) After meeting the pre-employment health assessment and immunization requirements, the personnel records of working staff are required to obtain:
 - An updated health assessment a minimum of every two years and when major health changes occur

- A Tb screening and provide results annually
 - Receive boosters every 10 years for tetanus and diphtheria.
- c) Staff or volunteers shall be denied admission or sent home and be prohibited from returning to work without the clearance of a health care provider when one or more of the following conditions exists.
- Chickenpox, until all lesions have dried and crusted, which usually occurs in six days
 - Diarrhea or vomiting illness with three or more episodes during the previous 24 hours
 - Haemophilus influenza type b (Hib) until treatment has been initiated
 - Head lice, from end of the day of discovery until after first treatment
 - Hepatitis A virus, until one week after onset
 - Measles, until four days after onset of rash
 - Pertussis, until five days after start of appropriate antibiotic therapy
 - Rash with fever and joint pain, until diagnosed not to be measles or rubella
 - Respiratory illness, if the illness limits the staff's ability to provide an acceptable level of care and compromises the health and safety of the children
 - Rubella, until six days after onset of rash
 - Scabies, until treatment has been completed
 - Shingles, only if lesions can not be covered by clothing or a dressing until the lesions have crusted
 - Skin infection, strep throat, purulent conjunctivitis, until 24 hours after treatment has been initiated
 - Any other communicable disease as determined by a health care provider.
- d) On a daily basis, the Center Director shall visually and verbally assess all staff and volunteers for signs of ill health. Staff and volunteers are responsible for reporting illnesses they experience that might

significantly affect the person's ability to do the job.

- Prior to returning to work, staff shall provide management with a release from a health care provider to return to work for any of the following conditions:
 - Any condition that may significantly affect the person's ability to do the job
 - If the condition is likely to pose a significant risk to the health and safety of themselves or others (such as meningococcal infection or tuberculosis)
 - If diagnosed with a serious or prolonged illness
 - If they plan to return to work from a job-related injury
 - When promotion or reassignment to another role could be affected by health
 - Liability issues (e.g., back injury, heart attack, stress or mental illness).

2. Child Admission and Permitted Attendance

Objective: To have procedures in place in order to determine a child's ability to participate in daily routines or the need to limit participation when a child may be a health risk to others. To provide guidance and training on accepted practices of managing children who are mildly ill, administering medication, and recognizing and reporting communicable disease.

- a) Staff shall receive specific training in recognizing communicable disease and observing children for signs of illness or injury. Training will be coordinated with the community health nurse or appropriate health care provider.
- Upon daily arrival at the program site, staff shall observe each child for signs that could affect the child's ability to participate in the day's activities.
 - The parent dropping off the child will provide information to supplement these observations.

b) The child development program shall comply with State public health reporting requirements for communicable diseases.

- A copy of the reportable communicable disease list will be shared with families and new employees when they start the program and when changes occur.
- While respecting the legal boundaries of confidentiality of medical information, families and staff are required to report to center management if they or any members of their immediate household have a communicable disease that could reasonably be expected to be communicated to the center population.
- Center management will notify within one duty day the appropriate HQ DLA CYDPM, health department authority, or public health officer about any suspected or confirmed reportable disease among the children, staff, or family members.
- Families of children who may have been exposed to a communicable disease or reportable condition shall be informed about the exposure according to the recommendations of the health consultant. **See Appendix C-11 Sample Letter for Parent Notification.**

c) Specific health conditions that do not require exclusion from the program if the child is able to participate in normal activities include:

- Children who are carriers of an infectious disease agent in their bowel movement or urine that can cause illness, but who have no symptoms of illness themselves
- Children with conjunctivitis whose eyes are no longer discharging and do not have any fever, eye pain, or eyelid redness
- Children with a rash, but no fever or change in behavior
- Children with cytomegalovirus infection, Human immune deficiency virus (HIV) or carriers of hepatitis b.

d) General health conditions that do require exclusion or sending a child home as soon as possible from the program include:

- The illness prevents the child from participating comfortably in activities (as determined by the staff)
- The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children (as determined by the staff)
- A temperature in excess of 100.5 degrees axillary for children under 3 months of age and in excess of 101 degrees axillary for children over 3 months of age, combined with other symptoms such as sore throat, etc., or the inability to participate in activities. Children with these temperatures will be required to leave the program and may reenter once the fever has been absent for 24 hours.

e) Specific health conditions that do require exclusion or sending a child home as soon as possible from the program until such time as a health consultant's evaluation finds the child able to return to the program include:

- Blood in stools not explainable by dietary change, medication, or hard stools.
- Diarrhea, defined by two or more runny/watery stools in an hour for children under 6 months of age, or five watery stools in a day, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet.
- Hepatitis A virus, until one week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
- Herpes simplex.
- Impetigo, until 24 hours after treatment has been initiated.

- Measles, until four days after onset of rash.
- Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious.
- Mumps, until nine days after onset or parotid gland swelling.
- Pediculosis (head lice), until after the first treatment.
- Persistent abdominal pain (continues more than two hours) or intermitted pain associated with fever or other signs or symptoms.
- Pertussis, until five days of appropriate antibiotic treatment (currently erythromycin, which is given for 14 consecutive days) has been completed.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of nonpurulent pink eye, exclusion shall be required only if the health authority recommends it.
- Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
- Ringworm, until commencement of treatment, while limiting the child's activities that could expose others (gym, swimming, etc.).
- Rubella, until six days after onset of rash.
- Scabies, until the day after treatment.
- Shingles (herpes zoster), until vesicles become dry.
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
- Symptoms and signs of possible severe illness include:
 - Lethargy that is more than expected tiredness
 - Uncontrolled coughing
 - Inexplicable irritability or persistent crying
 - Difficult breathing
 - Wheezing

- Other possible symptoms affecting behavior that limit the ability to participate in the program.
- Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
- Varicella-Zoster (Chickenpox), until all sores have dried and crusted (usually six days).
- Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration.
- Unspecified respiratory tract illness.

f) Procedures for management of a short-term illness are as follows:

- Staff shall inform management when a child is ill or becomes ill while at the center and complete the symptom record. The center management will make the final decision to permit or exclude a child who is mildly ill from the program. If the child is too ill to stay at the center, the child shall be provided an isolated place to rest until the parent or designated person arrives. **See Appendix A-21 1856 Child Care Emergency Contact Information.** The child shall be supervised at all times by a staff member familiar to the child.
- If a child appears mildly ill upon arriving at the program, but will be staying for the day, staff shall complete a symptom record to document date, time, and symptoms of illness. A copy is given to the parent and discussed when the child leaves the program for the day. **See Appendix A-12 1852 Symptom Record.**

3. Medications

- a) Staff shall be trained in the policies and procedures for administering medication to children by the supporting community health nurse.

The child development program will administer medication only if:

- It is on the approved prescription medication list—**See Appendix B-6 Approved Prescription Medication List**
 - The parent has provided written consent
 - The medication is available in an appropriately labeled container
 - The caregiving staff has been trained in the side effects of the medication
 - The center has on file the written instructions of a licensed physician to administer the specific medication. No PRN (as needed) medications will be given. **See Appendix A-9 1849 Medication Consent and Log.**
- b) For prescription medications, parents will provide staff with:
- The medication in the original, child-resistant container
 - The medication labeled by a pharmacist with the child's name
 - The name of the medication
 - The date the prescription was filled
 - The name of the health care provider who wrote the prescription
 - The medication's expiration date
 - Administration method
 - Medication duration
 - Proper storage instructions
 - Recommended disposal instructions.
- c) For approved over-the-counter medications, parents will provide medication in the original child-resistant container. The medication will be labeled with the child's name, the name of the medication, specific and legible instructions supplied by the manufacturer for administration and storage, and the name of the health care provider who recommended the medication for the child. Instructions for the dose, frequency, method to be used, and duration of administration will be provided to the staff in writing.
- d) With written parental consent, sunscreen (SPF 15 or higher) may be applied to a

child's exposed skin, except eyelids, 30 minutes before exposure to the sun and every 2 hours while in the sun. The sunscreen must be in an original container and labeled with the child's name. Sunscreen shall be applied according to the instructions provided by the manufacturer. **See Appendix A-9 1849 Medication Consent and Log.**

- e) A physician may determine that a particular prescription medication be given for a recurring problem, an emergency, or chronic condition.
- Examples may include children who use sunscreen to prevent sunburn or children who may need to take one dose of asthma medicine before vigorous, active (large muscle) play to avoid wheezing.
 - A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member trained in the use of an auto-injection device prescribed for that child (e.g., EpiPen®).
- f) In order to provide the child with the necessary prescribed medication and maintain programming consistencies, parents should ask the physician to arrange a dose schedule that meets the center's medication schedule. If that is not possible or the child requires the medication be given more frequently, parents are encouraged to administer medication to their own child during program hours.
- Because administration of medication poses an extra burden for staff and having medication in the facility is a safety hazard, families should check with the child's physician to arrange a dose schedule during the hours the child is not in the facility.
 - Parents are encouraged to administer medication to their own child during program hours.
 - No bulk storage of medications is allowed. Only the daily dose during

the child's attendance in the program is allowed in the facility.

g) Medications are to be stored:

- At the temperature recommended for that type of medication
- In a sturdy, child-resistant, locked container that is inaccessible to children and that prevents spillage
- Medication shall not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician.

h) A medication log will be maintained by staff to record the instructions for giving the medication, consent obtained from the parent, amount, the time to be administered, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication shall be noted on this log. **See Appendix A-9 1849 Medication Consent and Log.**

i) Medications and therapy may be administered in the classroom when medication administration procedures are followed.

4. Health Consultation and Education

Objective: To ensure an ongoing relationship between the child development program and installation health consultant in order to identify available health consulting resources and provide a comprehensive health education program to children, staff, and families.

a) The Installation MOA or written agreement plan will determine who will provide ongoing consultation to the child development program and will help develop and approve all written policies relating to health. **See Appendix C-1 Sample Installation MOA.**

- The MOA will outline frequency of visits and inspections, training that will be provided, a list of approved medications, a list of approved pets, and how advice from the health

consultant can be obtained. Visits occur on a monthly basis.

- The health consultant will provide advice about accommodations required for children with specific health problems, design and review surveillance systems for injury and illness, assist with staff and family education, and be a resource for contacts within the health care community.

b) Health education is a required component of the child development program curriculum for staff, families, and children.

- Topic areas for staff and families include nutrition, stress management, exercise, child development, prenatal care, management of chronic disease, substance abuse, safety, first aid, control of infectious disease, HIV/AIDS, and other subjects based on community needs and interests.
- Health practices shall be integrated into daily routines and focus on topics such as Child Passenger Safety Week, Heart Month, Week of the Young Child, and Fire Prevention Month. Topic areas for children include physical health, oral health, social health, emotional health, medication and substance abuse, safety, first aid, hand washing procedures, and preventing infectious diseases. **See Appendix C-12 Health Resources.**

5. Diapering and Toileting

a) Diapering shall be done only in designated diapering areas and away from the food preparation area.

- Surfaces in diapering areas shall be kept clean, waterproof, and free of cracks, tears, and crevices.
- All changing tables shall have raised edges of at least three inches and safety straps.
- All creams, lotions, and cleaning items shall be labeled with each child's name and instructions and stored off the diapering surface out of reach of

children. Staff shall take extra care to ensure cross contamination does not occur between multiple containers of creams, lotions and cleaning items by immediately reapplying tops/lids.

- Baby powder is not permitted.
 - Infant diapering procedures apply to all children not potty trained. All staff shall follow posted diapering procedures outlined by the U.S. Centers for Disease Control and Prevention. **See Appendix B-7 Diaper Changing Procedures.** When children are too heavy to lift onto the diaper-changing table, the isolation room will be used and sanitation procedures maintained. A mat (only used for diaper changing and sanitized before and after each use) will be placed on the floor.
 - Soiled diapers are stored in containers with plastic linings and lids. Containers are emptied throughout the day, and cleaned and sanitized each time emptied using bleach solution. Soiled clothing is placed in plastic bags and stored separately from clean clothing.
- b) An adult shall accompany children less than 3 years of age and older children who require assistance to the toilet.
- Toilets-and other surfaces used by children for toileting shall be kept visibly clean.
 - Potty-chairs shall not be permitted because of the risk of spreading infectious diarrhea.
 - Staff will notify the custodial staff when supplies are not ample in items such as toilet paper, paper towels, and soap; and/or when disposable non-porous gloves are not available and within easy reach of all users.
 - Parents will be consulted on when potty training will begin. The use of pull-ups to facilitate sanitation practices will be encouraged. If a parent chooses to not use pull-ups, enough back up underwear must be provided to accommodate several accidents per day.

6. Health Protection Policies

Objective: To implement specific policies and procedures that prevent illness, injuries, and accidents and that enhance and protect the health of young children, families and staff.

- a) Children shall wear clean garments and have available back-up garments. Parents will ensure children's personal cleanliness and that they are dressed appropriately for outdoor play and other activities such as sand/water play and art.
- b) All staff shall wear clean garments and maintain a high degree of personal cleanliness.
- c) Safe drinking water shall be accessible to children during all activities.
 - The health consultant will approve the drinking water source.
 - Drinking water will be accessible to children who are over 24 months of age between meals and while indoors and outdoors. Younger children will be offered water by staff frequently during the day. The frequency of offering water will increase when the temperature is above 80 degrees F.
 - Dispensing of drinking water may be by drinking fountains or by single use cups.
- d) Procedures will be established to address children with medically documented allergies. Those procedures will include as a minimum:
 - A photo of the child labeled with the child's name and identifying the allergy
 - Photos will be posted in the activity room
 - Process to make appropriate staff aware of the allergy.
- e) All pets will be developmentally appropriate for the children and pre-approved by the installation veterinary consultant. Pets in the child development program shall meet the following guidelines:

- Any pet or animal present (routinely and/or visiting) at the facility, indoors or outdoors, must be in good health certified by a veterinarian, show no evidence of carrying any disease, and be a friendly companion for children.
 - All approved pets shall be immunized for any disease that can be transmitted to humans and will be maintained on a flea, tick, and worm control program.
 - Pets shall be kept clean and housed in clean living quarters. Children will not be allowed access to the pet's excrement. Animal tanks and cages will be secured in such a manner that prevents children from climbing on the structure and prevents the structure from tipping over. All pets will be enclosed in cages or separated from the children except when children are handling them under adult supervision.
 - Children will not mouth pets or put their hands in their mouths after touching the pet or areas used by the pet. Pets are not allowed in areas where food is prepared, stored or eaten. Children and staff shall follow proper handwashing procedures after handling animals.
 - In the event of an animal bite or scratch, procedures for first aid shall be followed, parents shall be notified, and an incident report completed. **See Appendix A-5 1845 Incident Report.**
 - Ferrets, turtles or other reptiles that can carry salmonella, birds of the parrot family, and any wild or dangerous animals are not permitted in the child development facility.
- f) A list from local poison control centers of poisonous and highly toxic plants, their appearance, location, and commonly produced reactions is made available to staff. These plants shall not be permitted in the child development program. For guidance refer to the *Peterson Field Guide Venomous Animals & Poisonous Plants* by Steven Foster/Roger Caras and published by Houghton Mifflin.
- All plants that are both indoors and outdoors must be screened and approved by the director. Plants that are toxic, generate a lot of pollen, or that drop small flowers, thorns, berries, nuts, and/or leaves are not permitted.
 - Indoor plants shall be regularly dusted.
 - Children will not be allowed to put plants in their mouths.
 - Children and staff shall follow proper handwashing procedures after handling plants.
 - In the event of contact with a poisonous plant, the regional poison control center shall be consulted for instructions and emergency procedures followed.
 - Prior to planting, gardens grown by the children need to be approved and closely supervised.
- g) Child activity rooms must contain sound absorbing materials and be arranged so that peak noise levels do not exceed 85 dBA, and background noise levels are not greater than 45 dBA.
- h) The program shall provide a daily opportunity for each child to sleep or rest. A space and quiet activities shall be provided for children who are unable to sleep. Infants shall remain on their own sleeping schedule.
- All sleeping equipment shall meet the safety standards of the U.S. Consumer Product Safety Commission (CPSC). Crib slats shall not be more than 2 $\frac{3}{8}$ inches apart. Corner posts or hanging toys that could lead to strangulation are not permitted. Cots shall be smooth and easily cleaned.
 - Each crib, cot, or mat shall be labeled with the name of the one child who uses it. Before sleep equipment can be used for a different child, all surfaces of the equipment shall be cleaned and sanitized.
 - Infants shall be put to sleep on their backs. Children who can turn themselves over will assume a sleeping position that is comfortable for them.
 - Cribs, cots or mats shall be placed at least two feet apart. Cribs with solid headboards may be placed head to head when used by children under 9 months

of age and for those children who are not yet able to pull themselves to a standing position. Staff will ensure that bedding materials provide a barrier between all parts of the reclining child's body and the floor. No child will sleep on an uncovered surface. Seasonable appropriate covering will be used. Children shall be assigned spaces for sleeping.

- Bedding materials shall be stored in such a way that there is no contact between sleeping surfaces of children or with surfaces that were in contact with the floor.
- Infant mattresses and children sleeping mats will be sanitized weekly unless accidentally soiled. If child has an accident, sheets will be taken off at that time. Mats or cots assigned to singular will have sheet laundry weekly unless an accident occurs.

i) SIDS

- Sudden infant death syndrome (SIDS) is the unexplained death of an infant. SIDS is the major cause of death in infants after the first month of life. SIDS cannot be predicted or prevented.
- To **decrease the risk of SIDS**:
 - Place babies on their back to sleep
 - Provide a smoke-free environment for babies
 - Use firm, flat mattresses in safety-approved cribs for babies' to sleep. Do not use soft sleeping surfaces and objects that trap gas in the babies' sleeping area (hazards include beanbag cushions, sheepskins, foam pads, cushions, or synthetic-filled adult pillows).
- Infant parents will be required to sign a DLA CDP infant sleep position agreement to comply with the DLA infant sleep position policy. The signed agreement will be kept in the infant activity room and in the infant's registration file. **See Appendix A-24 1859 DLA Child Development Program Infant Sleep Position Agreement.**

6. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures
- DLA Approved Medication List.

National Standards

- State Public Health Regulations.

F. Health

1. Health Requirements

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Child immunizations	114	R	100% compliance with established immunization schedule
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Required preventive health services—children	114	R	100% compliance with American Academy of Pediatrics recommendations and center director monitors compliance with child admission policies
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Child records	114	R, O & I	100% compliance with child records documenting up to date health assessments and immunization information
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Required preventive health services—staff	114	R	100% compliance with policy for updated health assessment every 2 years, TB screening annually and daily screening by director
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Staff records	114	R & O	100% compliance with staff records documenting up to date health assessments, immunization information and return to work clearances
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Staff denied admission	115	R, O, & I	100% compliance with exclusion criteria
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Daily check	115	O	100% compliance with center director daily assessing staff for signs of ill health
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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2. Child Admission and Permitted Attendance

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Communicable disease	115	R	100% of staff receive and implement training on communicable diseases and reporting procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Exclusion not required	116	R & O	100% compliance with health conditions that do not require exclusion
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Program exclusion—general health conditions	116	R & O	100% compliance with children being excluded from the program for general health conditions
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Program exclusion—specific health conditions	116	R & I	100% compliance with children being excluded for specific health conditions
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. Management of short-term illness	117	R & I	100% compliance with procedures to manage short-term illness
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Medications

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Staff training	117	R & I	100% of staff administering medication has been trained
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Prescription medications	118	R, O & I	100% of medication administered is on the approved medication list
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Written parental consent	118	R, O & I	100% compliance with documentation for written parental consent
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Administering medications	118	R, O & I	100% of all medication administered according to established procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Medication storage	119	R, O & I	100% compliance with medication storage procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Medication log	119	R, & I	100% compliance with recording procedures when administering medications
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. Health Consultation and Education

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Ongoing health consulting	119	R & I	Installation MOA is complete, updated and implemented
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Health education	119	R, O & I	Health education is incorporated into curriculum and parent education
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

5. Diapering and Toileting

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Location of diapering	119	R, O, & I	100% compliance with diapering occurring only in designated areas
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Diaper changing	120	R, O, & I	100% compliance with diaper changing procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Staff accompanying children	120	R, O, & I	100% compliance with staff accompanying children under 3 to toilet and remaining nearby for older children
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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6. Health Protection Policies

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Appropriate clothing	120	R, O & I	All parents notified of need for children to have back-up garments appropriate for weather at the center at all times
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Personal cleanliness—staff	120	O	All staff are clean and neatly attired
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Drinking water—availability	120	R & O	100% of children have access to drinking water throughout the day
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Drinking water—source	120	R	100% compliance with policy to inspect water routinely and approve for consumption
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. Children allergies	120	R, O, & I	100% compliance with established procedures to notify staff of children with allergies
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
6. Pets	120	R & O	100% of pets at the center are in good health certified by veterinarian, show no signs of disease and pet living arrangements are maintained according to established procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Plants	121	R & O	100% of all plants screened, no poisonous and highly toxic plants located in or around center and local poison control telephone number posted
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
8. Activity room sound levels	121	R & O	Rooms routinely monitored and peak noise levels do not exceed 85 dBA and background noise not greater than 45 dBA
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Rest periods	121	R & O	All children are provided with an opportunity to rest and infants sleep on own schedules
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
10. Rest period—equipment	121	R & O	100% compliance with each child has own cot, mat or crib properly labeled, placed and stored
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
11. Infants are put to sleep on their backs	122	O & I	100% compliance with infants put to sleep on their backs
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
12. Infant sleep position agreements	122	R	100% compliance with infant sleep position policy and all infants have signed sleep position agreements in the infant classroom and in the child's registration file
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

G. Facility

1. Government and Contractor Furnished Facility, Equipment and Services

Objective: To provide facility related information and criterion on the Child Development Center, which is needed to operate, maintain and sustain an appropriate physical environment and equipment that support the needs of the children, the staff and the parents.

a) General Facility

- Any proposed facility modification or renovation that may alter the existing facility configuration or change space utilization purpose must be pre-approved by the appropriate DLA Installation proponent and the CDSC Coordinator. All changes shall meet applicable codes, DoD and DLA regulations and National Fire Protection Agency (NFPA), Unified Facilities Code (UFC) 4-740-14 and codes applicable to the type of modifications proposed. Any difference in the criteria found in the UFC and noted as a service exception shall be identified and sent to HQ DLA for specific detailed guidance.
- Engineering and Support Staff shall conduct all inspections annually as required by the Army Regulation AR420-70 to include the roofing system. Records of the inspections and the results shall be retained on site.
- Every five years, the Engineering and Support Staff shall inspect the building's structural system to ensure serviceability and safety of the system. The inspection shall include, but not be limited to, the trusses, columns, and other structural members. Results of the inspection shall be recorded and kept on site.
- Interior signage shall be properly maintained and meet the needs of the CDC and the installation. Interior signage shall create interest, properly

identify the rooms and help children with visual orientation throughout the facility.

- Cameras shall be in good operation condition and have complete and unobstructed surveillance of all areas.
- Maintain organized and clean physical environment. All areas shall be properly utilized, maintained and neatly organized. Activity rooms or corridors shall not be used to store carts or facility equipment when not in use.
- All furniture, furnishings, equipment, and fixtures are maintained in a good state of repair and serve the purpose as initially intended and installed. This includes but not limited to door hardware, toilet fixtures and accessories, sinks and faucet, and other furniture and furnishings. The maintenance and repair of the child development facility will be the government's responsibility.
- The maintenance and repair and replacement of equipment will be the responsibility of the party who originally purchased the items.
- Any replacement equipment shall meet or exceed the quality of the original equipment and meet all the safety requirements used to select the original equipment.
- A key control system shall be in place to monitor and control access to the facility and areas not accessible to children (adult toilets, janitor closets, laundry rooms, and storage areas) as well as tracking the assignment of facility keys for the staff.
- Barrier free accessibility shall be maintained in accordance with the Architectural Barrier Act (Public Law 90-480) of 1968. Provide a barrier free environment in accordance with the Uniform Federal Accessibility Standards (UFAS), and 28 CFR Part 36, the Americans With Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) and 36 CFR Part 1191, Guidelines for Buildings and Facilities; Play Areas. It is important to provide accessibility for disabled children to ensure the same

opportunities are available for all children. However, accessibility should be provided in such a manner that does not compromise the safety or accessibility of children who do not have disabilities.

- Posting of artwork is an important part of developmental care. However, art shall not be affixed to the walls in such a manner to damage the walls when it is removed.

b) Children's activity rooms

- A minimum amount of usable space shall be maintained for each child.
 - For all children, 35 square feet of net floor area shall be maintained per child.
 - Within the Infant Room, an additional 25 square feet shall be provided for each crib.
- Children 24 to 36 months require access to one toilet per eight toddlers, and children older than 36 months require a minimum of one toilet per 15 preschoolers. All toilets shall be scaled for the age and size of the children they serve.
- Finish flooring is appropriate for specific activity/area and in good repair. A firm and easily maintained flooring will be used for lively functions such as eating, art, water play and wheel toy play. Use carpeting in areas used for quiet and restful activities. Carpet is not permitted in toilet. All flooring shall comply with fire and sanitation requirements and have anti-microbial characteristics.
- Interior wall finishes shall be easily cleaned and maintained in a good state of repair. Provide a soil and water resistant, easily cleaned wall treatment at least up to 48 inches above the finished floor in all children's activity rooms, toilets, isolation, and corridors. Walls shall have bumper guards at corners and chair rails to protect against cart damage. When repainting the walls, select light colors, neutral colors for large background areas and walls used for display. Avoid using bright

colors on wall, floor rugs in large quantities. Do not use lead or oil-based paints. Use chromate-free paints.

- Built-in cabinets, diaper-changing stations, sink vanities counter tops are easy to clean, properly caulked/sealed and not deteriorated. Doors hinges and hardware will be properly aligned and adjusted and in good working order. Any replacement of the counter tops shall be fabricated from a solid-surfacing material.
- HVAC—Temperature in all rooms occupied by children shall be maintained at a minimum of 68 degrees F in the winter and a maximum of 78 degrees F in the summer measured at one foot above the floor. The relative humidity shall be maintained a minimum of 35 percent during the heating season and a maximum of 50 percent during cooling season.
- Mechanical exhaust systems at toilets and diaper changing stations are in good repair and are adequately removing undesirable odors from the room.
- Lighting intensity is appropriate for the activity. Maintain 50-foot candles for such tasks as reading, drawing and art and 30-foot candles for general lighting and other activities. Use of natural lighting should supplement incandescent and fluorescent. All lights, lens, and bulbs are operational and are maintained in good repair.
- The noise levels within the children's activity rooms shall be controlled and maintained at a given level to ensure wanted language sounds are heard and unwanted noises as controlled, dissipated and/or absorbed. The administrative space's and activity room's anticipated peak noise level is 70-80dB(A). The preferred sound criteria is 35-40 dB(A), maintained for at least 80 percent of the time. Limit the ambient noise level from mechanical systems, outside noises, and adjacent spaces to 30-40 dB(A). For control of reverberation, reverberation times in the 0.6 to 0.8 ranges are acceptable. If

acoustical tile is replaced, the new tile shall have a reverberation rating of 0.9.

c) Administrative and support areas

- All administration spaces and storage areas shall be maintained in a neat and organized manner.
- Isolation/Health area shall be maintained for isolating and supervising a child who is ill. The vision panel shall allow viewing into the space and shall not be obstructed by curtains, art work, file cabinets or other posted material.
- Finish floors shall be firm, easily cleaned and maintained in a good state of repair. Carpet is not allowed in the corridors, isolation, or toilets.
- Temperature in all rooms shall be maintained at a minimum of 68 degrees F in the winter and a maximum of 78 degrees F. The relative humidity shall be maintained a minimum of 35 percent during the heating season and a maximum of 50 percent during cooling season. In dry food storage, the humidity shall be at 20 percent. Air changes in Isolation and the kitchen shall be 10-12 air changes. The laundry room shall be 3-5 air changes. The HVAC system shall be well maintained by replacing filters, and cleaning vents, diffusers and air intakes on a regularly scheduled basis.
- Mechanical exhaust systems at toilets, laundry room, and kitchen, are in good repair and are adequately removing undesirable odors from the room.
- Lighting intensity is appropriate for the activity. Maintain 50-foot candles for staff and training administrative areas and 30-foot candles for general lighting and other activities. In corridors, 20-foot candle of light shall be supplied. Use of natural lighting should supplement incandescent and fluorescent. All lights and bulbs are operational and are maintained in good repair.

2. Government Furnished Building and Property Requirements

a) Outdoor play areas

- For outdoor playgrounds, no less than an average of 100 square feet of usable space per child shall be maintained on the outdoor playgrounds. Older children require more space than infants. The grass and shrubs shall be maintained in a neat and orderly manner.
- Separate storage sheds shall be provided for each age group. Storage sheds shall have windows or viewing panels for interior lighting and for viewing inside. Storage sheds are well organized and used efficiently. Any blind spots or areas around the storage shed shall be eliminated through relocation or adding mirrors.
- Exterior drinking fountains are properly maintained and free of sand and other debris. If drinking fountains are not available, drinking water shall be made available to all children.
- Sand on playgrounds shall be clean and free of debris. Sand shall be turned over annually and replaced every two years. If sand is used as an impact attenuation material, the sand, when replaced, shall meet the standards established in the CPSC Handbook and ASTM Guidelines.
- The following elements are not to be used on the playground regardless of CPSC or ASTM approval: Animal swings (metal and otherwise); metal slides; merry-go-rounds; hard-seat swings; trampolines; see-saws or zip lines. Any replacement equipment shall meet the CPSC Handbook and ASTM guidelines.
- Ensure the playground has positive drainage in all areas to eliminate pooling and to ensure the playground in useable as quickly as possible after a rainstorm.

b) Site

- Parking lots shall be properly maintained to accommodate safe and controlled flow of traffic. Minimize pedestrian crossing traffic lanes by restricting parking spaces close to the facility entrance for parents.
- Sidewalks and concrete items are in a good state of repair, void of bad chips, cracks and spalling.
- Exterior signage shall be properly maintain and meet the needs of the CDC and the installation. Exterior signage shall control traffic and denote appropriate warning for the safety of children and parents.
- Any ground mounted electrical transformers or distribution systems and/or mechanical equipment close to the CDC should be enclosed with a fence to eliminate any possibility of exposing children to the equipment.
- Outside trash bin and collection areas shall be properly maintained and cleaned on annual bases. This area should be visually screened from any playgrounds.
- There should be a minimum of 5-foot candles of light in the parking lot, at emergency exit doors and walkways to facilitate night operations if required. All lights and bulbs are operational and are maintained in good repair.

c) Physical security

- If the facility is modified or renovated, Antiterrorism requirements found in UFC 4-010-01, DoD Minimum Antiterrorism Standards for Building shall be used to develop the criteria for the addition.
- Building perimeter and the playground shall be treated as a controlled filter with only one primary means of public access and egress. Control all other service and emergency egress points, with access limited to authorized individuals.
- Policies and procedures shall be implemented and enforced regarding internal controls and property and food

inventory. Any discrepancies or concerns regarding internal controls or inventory status shall be reported immediately and followed up with a written corrective action report.

3. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- TI 800-01
- UFC 4-740-14
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

National Standards

- Consumer Product Safety Commission for Outdoor Playgrounds.

G. Facility

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Facility modification	137	R & O	100% compliance with any changes pre-approved by appropriate proponent
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Facility inspections	137	R & I	100% compliance with inspections IAW AR 420-70
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Interior signage	137	O	100% compliance with maintenance standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Cameras	137	O	100% compliance with operational standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Physical environment	137	R & O	100% compliance with environments being organized and properly utilized
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Maintenance of furniture, furnishing, equipment and fixtures	137	R & O	80% compliance with items in good repair and being used for intended purpose
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Key control	137	R & O	80% compliance with key control system that tracks assignments and utilization of keys
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Barrier free accessibility	137	R & O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Posting artwork	138	O	80% compliance with how artwork is affixed to walls
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Usable space	138	R & O	80% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
11. Toilets	138	R & O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
12. Finish flooring	138	R & O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
13. Interior wall finishes	138	R	80% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
14. Built-in cabinets	138	R & O	80% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
15. Room temperatures	138	R, O, & I	80% compliance with classroom temperature 68 degrees in winter and 78 degrees in summer
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
16. Mechanical exhaust systems	138	R & O	80% compliance with all exhaust systems adequately removing odors
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
17. Lighting intensity	138	R & O	80% compliance with task lighting 50 fc, general lighting 30 fc, and emergency exit lighting 3 fc
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
18. Noise levels	138	R & O	80% compliance with absorbing materials being used and background noise levels not greater than 45 dBA
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
19. Areas organized	139	O	80% compliance with areas appearing neat and organized
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
20. Isolation area	139	R & O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
21. Outdoor play space	139	R & O	100% compliance with square footage of usable space standard for each age group
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
22. Storage sheds	139	R & O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
23. Exterior drinking fountains	139	R & O	100% compliance with maintenance and free of debris
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
24. Sand	139	R & O	80% compliance with being clean and free of debris
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
25. Prohibited equipment	139	O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
26. Parking lots	140	R & O	100% compliance with maintenance standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
27. Sidewalks and concrete items	140	R & O	80% compliance with maintenance standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
28. Exterior signage	140	R & O	100% compliance with maintenance standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
29. Electrical transformers	140	O	100% compliance with standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
30. Outdoor trash	140	R & O	100% compliance with maintenance standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
31. Lighting in parking lot	140	R & O	80% compliance with minimum of 5 fc and lights operational and maintenance
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
32. Antiterrorism requirements	140	R, O, & I	100% compliance with standards in UFC on all modifications or renovations
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
33. Building perimeter	140	R, O, & I	100% compliance with access standards
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
34. Internal property controls	140	R, O, & I	100% compliance with policies and procedures for property and food inventory
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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H. Sanitation

1. Sanitary Standards

Objective: To prevent the spread of infectious disease among children and caregiver by ensuring the cleaning and sanitizing of surfaces that could possibly pose a risk to children and staff. Routine cleaning with detergent and water is the most useful method of removing germs from surfaces in the child care setting. However, some items and surfaces require sanitizing after cleaning to reduce the number of germs on a surface to a level is unlikely to transmit disease. A household bleach and water mixture, or a one of a variety of EPA approved industrial products can be used to sanitize the child development facility, equipment, and toys.

a) General facility

- Center management shall supervise routine cleaning of the facility according to the schedule and established procedures. **See Appendix B-1 Cleaning Standards.**
- The facility shall be maintained in a clean and sanitary condition at all times.
- When a spill occurs, the area shall be made inaccessible to children.
- Any surface soiled with body fluids or other potentially infectious material shall be thoroughly sanitized after being cleaned with soap and water.
- All blood and other body fluids included under the bloodborne pathogens standard should be cleaned up by trained personnel following established precautions identified by the safety and health office.
- Facility cleaning requiring potentially hazardous chemicals shall be scheduled so that children's exposure to any chemicals is minimized (i.e., after hours or non-operating hours, Fridays, weekends, and holidays). Only chemicals that are registered with the Environmental Protection Agency and approved by the installation safety and health professionals shall be used.

b) Children's activity rooms

- General to all activity rooms
 - Everything below the 4-foot level, except the floor, shall be cleaned and/or sanitized daily by the custodial staff.
 - Tables are cleaned throughout the day after each activity and cleaned and sanitized before and after food is served. All surfaces such as table tops, counter tops, sinks, drinking fountains, toilets, cribs, and sand and water table, shall be sanitized daily. All furniture and furnishing will be returned back to their original position.
 - All floors except toilet floors shall be sweep and mopped daily by the custodial staff. Toilet floors shall be swept, cleaned and sanitized daily.
 - All carpets and rugs shall be spot cleaned and vacuumed daily. The carpet shampooing materials and fluids shall be safe for children crawling on the carpet and pre-approved by installation safety and health professionals.
 - Only trash cans with foot-operated lids are allowed in child activity areas. Trash cans shall be emptied twice during the day and at night by the custodial staff. The trash can will be cleaned and sanitized, and a plastic bag shall be placed in it for the following day.
 - Windows and ledges shall be dusted and cleaned weekly.
 - Walls and doors shall be cleaned monthly.
 - Water tables must be drained and sanitized daily. The children must all wash their hands before and after they use the table, and staff must be present to supervise the water play.
 - A custodial staff person shall be present during the majority of the center's operation hours to assist caregivers in maintaining and cleaning the facility while children are present. Services provided

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- include, but are not limited to, cleaning up spills, emptying trash cans and diaper pails twice daily and cleaning and sanitizing them, and assisting caregiver clean-up after intense activities.
 - Infant activity room
 - Trays, arms, and seats of high chairs and diapering stations shall be cleaned and sanitized before and after each use.
 - Diaper containers are lined, covered and emptied at least twice a day.
 - Cribs are cleaned and sanitized daily and when soiled.
 - Crib sheets are changed and laundered at the end of each activity day or immediately when soiled.
 - Pacifiers are labeled for each child, and duplicates are available. If pacifiers become dirty, they should be cleaned with warm soapy water and rinsed under hot water for 30 seconds in the food prep sink.
 - Carpets shall be shampooed monthly.
 - Toddler and preschool activity rooms
 - Cots or mats are not placed in main traffic locations to avoid being stepped on.
 - Cots are cleaned weekly or when soiled.
 - Procedures for cleaning dramatic play hats and dress up clothing include laundering on a weekly basis.
 - Carpets shall be shampooed quarterly.
- c) Administrative and support areas
- Administration spaces (offices, training/conference rooms, staff lounges)
 - Floors shall be swept and mopped daily.
 - Carpets shall be vacuumed and spot cleaned daily. Carpet shall be shampooed twice a year.
 - All work surfaces shall be dusted.
 - All trash cans shall be emptied, cleaned, sanitized and lined with plastic trash bags.
 - Corridor walls, windows and doors shall be cleaned monthly.
 - Support spaces
 - The Isolation Area and all toilets shall be cleaned and sanitized to include the floors, sinks, water closet, accessories, and doorknobs.
 - The laundry room shall be cleaned daily. Lint shall be cleaned out of the dryers between loads. The dryer ducts shall be cleaned weekly. Floors shall be swept and mopped daily. All surfaces shall be cleaned daily.
 - Areas such as storage and janitor's closets shall be kept clean, organized, and neat.
 - Kitchen sanitation and inspection
 - Monthly inspection, as outlined in the supporting DoD agencies' food service sanitation guidelines per MOA what are the MOA parameters.
 - Maintaining a clean and sanitized kitchen environment is extremely important to the health and welfare of the children being served from the kitchen.
 - All work surfaces shall be cleaned and sanitized prior to the start and immediately following any food preparation activity.
 - Any equipment (mixer, ovens, range tops) shall be clean and sanitized after use.
 - Floor shall be swept and mopped daily.
 - Walls, doors and windows shall be cleaned weekly.
- ## 2. Sanitary Procedures and Practices
- a) Sanitizing bleach solution shall be made fresh daily. **See Appendix B-8 Sanitizing Solution.** When sanitizing, surfaces will be sprayed until glossy. The bleach solution shall be left on for at least two minutes before it is allowed to air dry or is wiped off with a clean paper towel. Separate spray bottles of bleach are used for the
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diaper changing area and general cleaning to prevent cross contamination.

- b) Staff shall receive training on cleaning techniques, proper use of gloves, proper handling and disposal of contaminated materials, and other information required by the United States Occupational Safety and Health Administration concerning the use of any chemical agents. **See Appendix B-9 Glove Procedures and Appendix B-10 Cleaning Up Body Fluids.**
- c) All staff, volunteers, and children shall wash hands according to the procedures outlined by the U.S. Centers for Disease Control and Prevention. Hand washing signs posted at each sink identify proper steps to follow. **See Appendix B-11 Handwashing Procedures.**
- d) Staff in each classroom shall be responsible for ensuring that all toys receive the appropriate care and meet the following guidelines:
 - Children in diapers shall have only washable toys. Each group of children (infants, toddlers, and preschoolers) shall have its own toys and not share toys with other groups.
 - All toys that are mouthed during the course of the day shall be set aside in an inaccessible container before another child plays with the toy. Mouthed toys shall be thoroughly washed with soap and water and sanitized. Toys may be washed and sanitized by hand or a dishwasher.
 - When washing and sanitizing hard plastic toys, staff shall soak and scrub the toy in warm, soapy water, use a brush to get the crevices clean, rinse in clean water, immerse the toy in a solution of bleach water for a minimum of 30 seconds, then thoroughly rinse under running water.
 - Cloth toys for children who are still mouthing toys shall be limited to use by only one child, cleaned in a washing machine, and dried in a clothes dryer daily or more often if heavily soiled.

- Toys in activity rooms for children 3 years of age and older shall be cleaned at least weekly or when obviously soiled. Soap or detergent and water followed by clear water rinsing and air drying is required. No sanitizing is required.

3. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

H. Sanitation

1. Sanitary Practices

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. General facility cleaning	150	R & O	80% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Children activity rooms	150	R & O	80% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Infant activity rooms	151	R & O	80% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Toddler/preschool activity rooms	151	R & O	80% compliance with cleaning standards
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Administrative support areas	151	R & O	80% compliance with cleaning standards
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Support spaces	151	R & O	80% compliance with cleaning standards
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Kitchen sanitation	151	R & O	100% compliance with cleaning standards
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Bleach solution	151	R & O	100% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
9. Staff training	152	R & O	100% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			
10. Toy sanitation	152	R & O	100% compliance with cleaning standards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments:			

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I. Fire Prevention

1. Child Development Center Facility Requirements

Objective: To build and maintain facilities that protect children and adults from fire and other hazards. To ensure all necessary precautions are in place, and operations within the facility are conducted with the least amount of risk. To ensure occupancy capacity is in accordance with the National Fire Protection Association (NFPA) Life Safety Code (LSC) to provide a safe environment for children and adults.

- a) HQ DLA Fire Protection Engineer (FPE) will ensure the facilities meet and are maintained according to all required national fire codes and DoD standards. Any deviations in facilities will require HQ DLA FPE approval prior to any modification to ensure code compliance.
- Coordinate with HQ DLA FPE prior to any deviation or modification in the facility or any modifications in the use of activity room space (i.e., different age groups, lowered capacity, etc.) for changes in the minimum allowable occupant load.
 - Operational use of the facility requires a minimum of 35 net square feet per child be provided. For infants, an additional 25 square feet is required for each crib.
 - Installed automatic sprinkler, smoke detector, heat detector and kitchen automatic fire suppression systems shall be maintained in accordance with NFPA. The systems shall be inspected and logged by the Fire Prevention Inspector.
 - Means of egress shall be continuously maintained free of all obstructions or impediments to allow instant use in the case of evacuation for fire or other emergency.
 - Provide a smooth, hard-surfaced, unobstructed and cleared from snow and ice evacuation route to a safe gathering area not less than 75 feet from the facility for all child activity

rooms. Route shall not cross any emergency vehicle access paths, parking area or street. The evacuation route shall be not less than 44 inches wide; turns and bends in the route shall be wider to account for the turning radius of the evacuation cribs and wheelchairs. Provide gates with not less than 44-inch clear width as necessary in play area fence.

- The fire alarm detection system (FADS) shall have the capability of being operated both automatically and manually, shall be located in key areas of the facility, and used in all fire drills.
 - All fire detection and alarm devices must automatically transmit a signal to the fire department.
 - Local procedures ensure FADS hookup is in operation at all times. In addition, if failures occur there are local procedures to address non-working hook ups. When FADS does not work, emergency announcement in the center shall be done by intercom and transmit the signal by emergency phone line or leased commercial line by announcing code “Yellow.”
 - All means of egress must have illuminated fire exit signs as specified in NFPA 101. Verify all occupied areas and corridors have emergency lighting in good operational condition.
 - Portable fire extinguishers shall be located according to NFPA 10 *Standard for the Installation of Portable Fire Extinguishers*. Extinguishers are not placed on the floor or within reach of children.
 - All interior finishing materials and insulation in major renovation project meets minimum flames spread and smoke ratings specified by UL/FM.
 - All carpets, rugs, and interior furnishing materials shall be treated with fire retardant chemicals.
- b) HQ DLA FPE will assist in determining the occupancy load for children for each activity room for the day-to-day operations. The allowable occupant load for fire safety will be based on the National Fire Protection Association (NFPA) Life Safety

Code (LSC). The allowable occupant load for fire safety will be based on the capacity of the exit components, not on floor area. The provided number of exits, width of exits and exit access will accommodate parents and visitor attendance during any special events.

- The occupancy load is defined as the number of authorized children in the child development facility during routine daily operations.
- The total number of children shall be equal to or less than the documented occupancy load.
- The children occupant load in the center does not apply to special events when parents and visitors are in attendance.
- Occupancy load information shall be posted throughout the facility near exits, in the common areas, and within each activity room.

2. Operational Requirements

Objective: To identify and implement procedures and policies that minimize the risk of loss of life, injuries and property damage as a result of fire.

- a) A Fire Prevention Inspector will conduct monthly unannounced inspections. **See Appendix A-7 1847 DLA CDC Unannounced Monthly Emergency Evacuation Drill Report.** The installation Fire Marshal shall conduct an annual onsite inspection and document verification of compliance on the Installation Fire Inspection Checklist. **See Appendix A-4 1844 Installation Fire Prevention Inspector's Emergency Checklist.**
 - A corrective action plan for all identified deficiencies shall be developed and implemented, and keep records on file at the facility.
 - The timeline for corrective action will be based on the seriousness of the deficiency. Deficiencies shall be corrected immediately (within 24 hours). Failure to do so shall result in

the closure of the child development facility.

- b) The center director will designate two staff members who will be trained to function as "center fire officers." The center fire officers will participate with the installation Fire Marshal in the development and implementation of a fire prevention and emergency evacuation program for each facility. The center fire officers will also complete a monthly emergency checklist for each activity room and hallways. **See Appendix A-3 1843 Monthly Emergency Checklist.**
 - The fire prevention and emergency evacuation program shall be reviewed annually at a minimum and shall include fire prevention education, inspections, procedures for fire and emergency evacuations, training topics and training frequency to minimize risks, and procedures for correcting deficiencies.
 - The sign in and out sheet used by each activity room shall be maintained at all times to verify accountability of children and center staff. A front desk sign in and sign out log for visitors and parents who are visiting or extending their stay at the center beyond routine drop off and pick up of their child shall be maintained to monitor access to children. **See Appendix A-11 1851 Sign In/Out and Staff-Child Ratio Sheet.**
- c) All center staff shall be trained in fire prevention, evacuation procedures, and the use of fire extinguishers. All new staff shall receive training on the evacuation plan prior to being assigned with children.
- d) The child development center shall meet the requirements of NFPA 101 except when HQ DLA guidance concerning facility fire protection requirements are more stringent to offset suggested NFPA 101 staff-child ratios.
- e) No more than 20 percent of each wall throughout the facility shall be covered

with combustible materials. This includes all items attached directly to the wall such as child prepared artwork and other program display materials. Combustible materials in significant quantity add to the potential for fire propagation.

- f) Portable equipment likely to present a risk of fire such as toasters, hot plates and space heaters shall be prohibited outside the kitchen area.
- g) Keep children away from the kitchen or rooms with a furnace, water heater or gas heater.
- h) Smoking is prohibited in all child development centers. A smoking policy shall be established in writing. Smoking shall be allowed only in designated areas and must be at least 50 feet from the building, and away from food preparation areas.
- i) Exits and all components of the fire fighting, protection, alarm and detection system shall not be circumvented or obstructed during center operating hours.
- j) Wastebaskets and other waste containers are made of noncombustible materials.
- k) Storage of compressed and flammable liquid or gaseous fuel is not permitted in the facility.
- l) Unnecessary accumulation of solid combustible matter such as fabric, newspapers, trash, cardboard, and aerosol cans will be avoided.

3. Evacuation Procedures and Drills

Objective: To ensure written procedures for evacuations are in place and training and practice occur to prepare for actual emergencies.

- a) The center will have a copy of the installation emergency plan according to Occupational Safety and Health Administration (OSHA) guidance 1910 and comply with established procedures.

- b) Emergency (fire, tornadoes, bomb threat, hurricanes, etc.) action plans and procedures shall be posted throughout the facility near exits, in the common areas, and in each activity room.

- The facility floor plans, which clearly show the emergency escape routes, shall be included in the emergency action plan.
- Color-coding of the facility floor plans will aid the center staff and children in determining their route assignment. Green is used for the primary route and orange for the alternative route.
- The emergency action plan and procedures signs shall be a minimum of 20" x 12" and posted throughout the center near the exits, in the common areas, and each classroom.

- c) Unannounced evacuation drills shall be conducted monthly by the installation fire prevention inspector and copies of results kept on file in the facility. During the annual HQ DLA inspection, an unannounced emergency evacuation drill will be conducted by DLA Fire Protection Engineer with the fire department apparatus. The timing of the drills shall vary to include mealtimes, nap times and early morning/late evening hours. Evacuations will include all children in the facility. A successful evacuation shall occur in two minutes or less. Written, specific evacuation procedures shall be included in the fire prevention plan.

- Staff will give children clear, simple instructions about exiting the facility. Children will stop their activities immediately at the sound of the alarm and proceed to the exit door. Staff will remain calm and reassuring to children throughout all evacuation activities.
- Child supervision and accountability procedures shall be in place and the monitoring and accountability of children documented during drill activities. Staff will count the children in each group being evacuated and count the children again when they reach the evacuation destination.

Designated staff shall carry attendance and emergency contact information from the facility and compare attendance at the evacuation location to the attendance sheet to ensure that no child or staff has been left behind.

- Staff-child ratios shall be maintained at all times.
- Children under 24 months shall be evacuated in steel evacuation cribs with oversized wheels that allow cribs to easily roll over different indoor/outdoor surfaces. Evacuation cribs must be able to transport a minimum of five children (bearing the weight of a 24-month-old child) and can be easily rolled by a staff member. Blankets/coverings are available to protect all the children.
- Specific procedures shall be established for children with disabilities.
- To ensure complete evacuation has occurred, center staff shall conduct a sweep of all areas accessible to children. Areas to be checked by center staff shall be posted in each part of the facility. If a child has been left behind during the drill, the director shall investigate the circumstances and implement an immediate corrective action plan.
- If reentry into the building is not possible, children will be evacuated to the designated temporary shelter. The temporary shelter will be stocked with supplies and materials needed to care for the children until parents, legal guardians, or designated persons arrive.
- During emergencies, families shall be notified by telephone, installation emergency notification system or public radio/television broadcast. The radio station/television station call letters shall be listed in the Parent Handbook.

4. General Emergencies and Evacuations

Objective: To ensure minimal disruption to children, staff and families by preparing for various emergencies that interrupt program activities and/or result in center closings, delays, and evacuations.

- a) Standard procedures for general emergencies and all types of evacuations are to be followed. **See Appendix B-12 Emergency Evacuation Procedures.**
- b) In the case of fire the following shall apply:
 - Any individual who discovers smoke or fire shall pull the nearest fire alarm and notify the local fire department.
 - Staff shall follow the posted evacuation procedures. The last person to leave a room closes the doors of that room.
 - Staff is authorized to use fire extinguishers when necessary to clear the exit.
- c) In the case of a bomb threat, the following apply:
 - In the event that a bomb threat to the CDC is received at a location other than the CDC, the Public Affairs Office will notify the CDC by telephone.
 - In the event that a bomb threat is received on the CDC reception desk, the CDC will contact the Office of Fire & Emergency Services. If the threat is received on another CDC phone, the person answering will attempt to have a co-worker contact the Office of Fire & Emergency Services.
 - In either case, the person answering the phone will follow the procedures on the Bomb Threat Form that is posted by all phones.
 - All center staff not in an activity room will report to the reception desk and await instructions from the center director.
- d) In the case of power failure, the following shall apply:
 - Staff shall comfort children, explain what has occurred, and model calm behavior.
 - Unless the power failure is accompanied by an emergency requiring evacuation (e.g., fire, flood, etc.), children shall remain inside. Should it be necessary to leave the

building, staff will follow emergency evacuation procedures.

- Staff will call the installation fire department and explain the situation.
 - If weather conditions do not permit maintaining a safe temperature within the facility, families will be notified by telephone, radio or television broadcast to pick up the children from the facility.
- e) In the case of hazardous weather (to include flood, tornado, hurricane, earthquake, blizzard, snow/ice storm, or other catastrophe) the following apply:
- The center director or designated person in charge is responsible for contacting local Office of Fire & Emergency Services and will obtain evacuation procedures instructions.
 - Staff shall follow the appropriate, posted emergency procedures for the catastrophe and wait for authorities to arrive.
 - If the installation has a delayed opening or is closed before regular closing hours, center management shall follow predetermined procedures. If the facility must close during operating hours because of snow or storm, families shall be notified by telephone, radio or television broadcast.
 - If weather conditions prevent a parent, legal guardian, or designee from reaching the facility to recover a child, center staff shall care for the child until the parent or legal guardian can safely reclaim the child.

5. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- UFC 4-740-14
- MIL Handbook 1008C
- MIL Handbook 1037
- DLAD Fire 4100.5
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures.

National Standards

- National Fire Protection Association (NFPA) 101 & 10.

I. Fire

1. Facility Requirements

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Facility modifications	156	R & O	100% of facility modifications pre-approved by HQ DLA Fire Protection Engineer
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Fire suppression systems	156	R	100% compliance with maintenance according to NFPA and inspected by Fire Prevention Inspector
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Means of egress	156	R & O	100% compliance with all means of egress kept unobstructed at all times
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. FADS system	156	R & O	100% compliance with FADS operating both automatically and manually; system transmits signal to installation fire department and is operational at all times
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Means of egress illumination	156	R & O	100% compliance with NFPA code to illuminate all means of egress; emergency lighting in good operating condition
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Fire extinguishers	156	R & O	Portable fire extinguishers not located on floor within reach of children and according to NFPA references
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Renovation changes of interior finishes and insulation	156	R	100% compliance with all changes of interior finishes and insulation meeting UL or FM minimum flame spread and smoke ratings
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
8. Carpets and rugs	156	R	All carpets and rugs treated with fire retardant chemicals
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
9. Occupancy loads	156	R & O	100% compliance with posted occupancy load limitations
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Operational Requirements

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Monthly inspections	157	R & I	100% compliance with monthly fire inspection and correction of deficiencies
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. Annual on site inspection	157	R & I	100% compliance with annual on site inspection by Fire Marshal and correction of deficiencies
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Center fire officers	157	R & I	100% compliance with two center employees trained and functioning as center fire officers according to established procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Monthly emergency checklist	157	R	100% compliance with conducting monthly review
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Fire prevention and emergency evacuation plan	157	R, O & I	Fire prevention and emergency evacuation plan developed and implemented
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Sign in and out sheet	157	R & O	100% compliance with sign in and out sheets used to verify accountability of children and staff
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
7. Staff training	157	R	100% compliance with all staff trained on fire prevention evacuation procedure and use of fire extinguishers.
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
8. Combustible materials	157	R & O	100% compliance with established limitations of combustible materials and storage procedures followed
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Portable equipment	158	O	100% compliance with restriction of toasters, hot plates or space heaters outside kitchen
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
10. Smoking	158	R & O	100% compliance with established smoking policy
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			
11. Exits	158	R & O	100% of exits remain clear and protection systems operational at all times
Rating (Please circle one): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (Please circle one): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
12. Waste containers	158	R & O	All waste container must be made of noncombustible materials
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
13. Storage of compressed and flammable liquid or gaseous fuel	158	R & O	100% compliance with restriction of storage of any compressed and flammable liquid or gaseous fuels in the facility
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
14. Storage of solid combustible materials	158	R & O	100% compliance with the policy to limit the accumulation of solid combustible materials such as fabric, newspapers, and cardboard
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

3. Evacuation Procedures and Drills

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Installation emergency plan	158	R & I	Current copy of installation emergency plan at center
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Facility floor plans	158	R & O	100% compliance with posting color-coded facility floor plans indicating emergency escape routes
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Fire evacuation plans and procedures	158	O	100% compliance with posting (minimum of 20" X 12") evacuation plans and procedures in all classrooms and common areas
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Evacuation drills	158	R & O	100% compliance of drills being unannounced, conducted monthly, total evacuation within 2 minutes, procedures followed and report copies kept on site
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
5. Use of steel evacuation cribs	159	R & O	100% compliance with policy of all children under 24 months evacuated in an evacuation crib
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
6. Special procedures	159	R & I	All special evacuation procedures must accommodate children with documented disabilities
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

4. General Emergencies and Evacuations

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. General emergency evacuations	159	R	100% compliance with DLA emergency evacuation procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Fire emergencies	159	R, O & I	100% compliance with posted procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Bomb threats	159	R, O & I	100% compliance with posted procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
4. Power failures	159	R, O & I	100% compliance with posted procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
5. Hazardous weather	160	R, O & I	100% compliance with posted procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

J. Safety

1. Accident Prevention

Objective: To ensure measures are in place to reduce the risk of accidents. To ensure procedures and practices are in place to manage accidents.

- a) Written procedures shall be in place that identifies potential common accidents, measures to take to prevent them and appropriate procedures to follow when accidents occur.
- b) When an accident/incident occurs, the following steps will be taken:
 - Whenever an injury occurs to a child, an incident report will be completed. A copy of the form will be placed in the child's files and a copy provided to the parent or guardian within 24 hours. Both the staff and the parent sign the report. All injuries that occur to a child's head, break the skin or leave a mark, and any bite that leaves a mark are required to be reported on the incident form. Any injury that causes a child to lose consciousness requires further medical attention, or results in a fatality will be reported to the installation safety office. All incident forms will be made available to the safety and health professionals during inspections. **See Appendix A-5 1845 Incident Report.**
 - The center director will notify parents of all serious (requiring more than first aid) injuries immediately (within four hours). All accidents that require medical attention will be reported to the installation child care coordinator. The center director or the installation child care coordinator will notify the installation safety and health office within 24 hours of all serious injuries resulting in hospitalization or fatality.
 - The center director will ensure that a monthly injury log to track all incidents is maintained. The center director will review the log and forward a copy to the installation safety office and child development services coordinator. **See Appendix A-8 1848 Injury Log.**
- c) First aid kits are located in each activity room and at the front desk, kept inaccessible to children, and will be restocked following use to maintain the supply of items. **See Appendix A-25 1860 First Aid Inventory Kit.** Program staff will take a first aid kit with them when leaving the center with a group of children in their care. Only trained staff will administer first aid.
 - When a group of children leave the center for a field trip and one or more children require physician prescribed medications (e.g., asthma medicine or EpiPen for a serious allergic reaction to a substance), the first aid kit should include these medication. Only a first aid trained person will administer medications with the signed approval of the parent. All medications will be administered in accordance with established procedures.
- d) Emergency telephone numbers and emergency contact information are accessible to staff at all times.
 - Emergency numbers for Fire Department, Police/Security Department, Hospital, Facility Engineers and Poison Control will be posted by each telephone with an outside line. Emergency telephone numbers will be updated and verified quarterly.
 - Emergency contact information for each child and staff member will be kept readily available.
 - Program staff will bring with them the list of emergency telephone numbers, copies of emergency contact information and authorization for emergency transport any time they leave the center with children in their care.
- e) When emergency medical services (EMS) transport of a child is necessary, staff

familiar with the child will accompany the child in the EMS unit.

- f) All toys must be carefully screened and monitored for safety hazards to young children.
- Staff shall check toys accessible to children under four years of age by using a small object tester or ruler. Objects are prohibited that have removable parts, a diameter of less than 1¼ inches and a length of less than 2¼ inches, or are small enough to fit completely in a child's mouth. No coins, safety pins, plastic bags, or styrofoam objects shall be accessible to children under four years of age.
 - No sharp objects such as adult scissors and knives are accessible to children.
 - Riding toys must be stable and well balanced.
 - Dolls with cellulose hair are unsafe and will not be used.
 - Staff shall maintain orderly classrooms to ensure children do not trip on toys.
- g) Furniture, furnishings and equipment, both indoors and outdoors, shall be in good repair and monitored closely for deterioration and safety hazards.

Furniture

- Children's furniture that could fall or be pulled over must be secured to each other.
- Low open shelves must be used for storage. Toys are arranged on shelves so that the heaviest toys are on the bottom shelves. Toy chests or containers with heavy lids will not be used.
- Trash receptacles are covered and stored away from heat sources.

Furnishings

- All rugs shall have a skid resistant backing and be taped to the floor with double-faced tape.

- Vinyl and ceramic floors will not be highly waxed; however, they will be very clean and smooth.
- All windows have closed permanent screens.
- Only tempered glass and mirrors are allowed.

Equipment

- No cords shall be accessible to children; this includes cords from window blinds, electrical cords and power strips or string from toys long enough to encircle a child's neck. Electrical cords are to be placed away from doors and main traffic paths.
- Equipment, materials and furnishings shall be sturdy and free of sharp points or corners, splinters, protruding nails or bolts, loose rusty parts, hazardous small parts or paint that contains lead or other poisonous materials.
- Extra safety precautions are to be taken with indoor water tables in order to prevent falls due to wet floors.
- All equipment, walls, playground equipment and toys shall be inspected prior to use and monthly for hazards such as splinters broken safety straps, and chipped paint. **See Appendix A-2 1842 Indoor Safety Checklist.**

- h) The child development center facility shall be inspected regularly and continuously monitored closely for safety hazards.

- The entire child development center facility shall be reviewed daily at opening and closing times. Staff shall inspect each classroom on a daily basis utilizing the Indoor Safety Checklist. There are also items on the indoor safety checklist that will need monitoring on a monthly basis. **See Appendix A-2 1842 Indoor Safety Checklist.**
- Additionally, staff will monitor all play areas and equipment for potential hazards during play.
- Electrical receptacles in child activity rooms and other areas accessible to children (i.e., Isolation Rooms, waiting

areas, lobby) must be out of reach or be child safety type that requires twisting the plug in portion to activate current. Easily removed caps or plugs do not meet this requirement. In those areas, receptacles shall be mounted no less than 54 inches above the finished floor.

- The number and placement of receptacles shall be determined based on the programmatic needs, arrangement of the furniture and furnishing, and any electrical equipment placed or used within the specific activity space and not arbitrarily placed at 12 foot on-center.
- Electrical receptacles should not be mounted on walls where cribs or climbing structures are located making receptacles even at 54 inches accessible to children. However, if a receptacle is located on a wall where cribs or these type structures are placed, the receptacle must be rendered inactive by either capping it or having the receptacles with internal switching or barriers to prevent flow of current to that electrical receptacle.
- Hot water temperatures at outlets used by children must not exceed 110 degrees F with an appropriate range of 80-95 degrees F.
- Interior doors and cabinets in areas used by children are operable from either side or kept locked.
- Energy conservation shall not take priority over health and safety and cause risks to those in the facility.
- Rooms, such as the laundry room, mechanical room, and adult bathrooms shall be inaccessible to children and remain locked at all times.
- All materials harmful to children such as matches, power tools, detergents, solvents, chemicals and other potentially dangerous products, except bleach water solution, must be stored in locked closets or cabinets inaccessible to children. All medications and bleach solution shall be kept out of children's reach.
- Chemicals shall not be stored near food. Material Safety Data Sheets (MSDS) are on file.

- The names and photos of children with allergies are posted in the kitchen and every room where the child participates in the program.
- The center shall not have any weapons, explosives, poisonous or highly caustic materials on the premises.

h) Children's clothing will be appropriate for the weather conditions. Prohibit children from wearing clothing with drawstrings while they are on playground equipment or any structure (indoor or outdoor) where the drawstring could get caught; such clothing can lead to hanging and strangulation when worn under these circumstances. In addition, open-toed shoes are highly discouraged. Parents must be made aware of these safety precautions.

i) Precautions specific to infant activity rooms:

- Keep small objects that could be easily put in an infant's mouth, ears or nose out of the child's reach.
- Toys and other small objects such as jewelry and barrettes should not have pieces that may break off and cause choking.
- Sides of cribs must be locked when cribs are occupied. Crib mattresses are kept lowered so infants can't fall over the crib rail.
- High chairs shall have a wide base and T-shaped safety strap.
- Crawling areas shall be protected from general walkways. Staff must be diligent about picking up items that could trip infants.
- Pillows shall not be used for sleeping. No crib bumper pads are allowed.
- Infants shall be propped up when learning to sit. Staff must stay close to infants to avoid injury from falling over.
- Staff must ensure their hands are dry before picking up infants. Staff must stay with infants who are on the changing table to avoid injury from falling from the table.

j) Precautions specific to toddler activity rooms:

- Plenty of play space is required and sturdy climbing equipment with ample soft/resilient surfaces underneath.
- Keep all small objects that a toddler can put in their mouth, ears or noses out of the child's reach.
- Riding areas must be arranged so toddlers do not crash into each other.
- Staff must be especially diligent when observing toddlers. Toddlers will attempt to climb on anything and will use toys and equipment in different ways, e.g., walk up slides, turn chairs over, and attempt to climb on shelves.
- Use special precautions when using toys and equipment that require close supervision, e.g., toys with a long string or rope attached, aluminum foil, some climbing equipment.

k) Precautions specific to preschool and kindergarten activity rooms:

- Indoor and outdoor space shall be organized with ample room for children to move freely without bumping into each other or the play equipment and furniture.
- Block building areas will be set up in large carpeted spaces away from the main traffic flow.
- Children will use blunt end child scissors for right- and left-handed children.

l) Precautions specific to outdoor playgrounds and equipment:

Playgrounds

- Prior to play, outdoor play areas shall be inspected daily by staff utilizing the Outdoor Safety Checklist. There are also items on the outdoor safety checklist that will need monitoring on a monthly basis. **See Appendix A-1 1841 Outdoor Safety Checklist.**
- Staff should visually inspect the playground area for potential hazards prior to allowing the children to play.

- Staff needs to be actively engaged with children while outdoors and children are to be supervised at all times maintaining the appropriate staff-child ratio.
- Outdoor play areas, especially sand play areas, shall be free from debris, sharp objects, holes, feces, broken glass, trash, and standing water.
- Outdoor play equipment and materials must meet the standards of the Consumer Product Safety Commission (CPSC) and the American Society for Testing Material.
- Play equipment surfaces (platforms, stairs, rungs) are smooth, splinter free and free of slipper materials such as water, ice, sand or leaves.
- Use zones shall be maintained in compliance with CPSC guidelines. Loose fill used as impact attenuating surfacing will be maintained at a depth needed to meet impact attenuating requirements.
- Ensure there are no tripping hazards, such as exposed footings on anchoring devices, rocks, roots, or any other environmental obstacle on the play area.
- Ensure that on the playground or on the equipment there are no sharp edges, pinch points, protruding or rusty objects, missing parts or hot surfaces.
- Ensure play areas are free of trash and trash receptacles and surrounding area is free of spills.
- Ground surfaces (to include riding paths, sidewalks, and grassy areas) must be smooth and even without tripping hazards and free of drains or culverts.
- Trash removal, pet control, general maintenance of facility and grounds is accomplished.

Equipment

- All riding toys used by children shall be without spokes, able to be steered, of a size appropriate for the child, and shall have low centers of gravity.
- All equipment shall be checked frequently to ensure it is in good

operating condition with no loose parts or bolts.

- When not in use, sandboxes must be covered with a top that allows for air circulation. All sand areas must be raked daily.
- Only chemicals that are registered with the Environmental Protection Agency and approved by the installation safety and health professionals shall be used. The pre-approved chemicals will require material safety data sheets (MSDS) to be on file.
- Pesticides/herbicides utilized in and around the facility will be approved for use in Child Development Centers by the HQ DLA Command Entomologist, per DoDI 4150.7.

2. Safety Management

Objective: To have systems and practices in place to monitor safety throughout the facility.

- a) Designated staff from each activity room will conduct daily inspections of their areas for hazards and document results. Center management will review the results of the site inspections and document corrective action taken. There are also items on the indoor and outdoor safety checklist that will require a monthly inspection. If required, management should determine the disposition of the equipment and place it off limits if the deficiency is serious and arrange for repair or removal of the equipment with the hazardous conditions. Written reports of the inspections and corrections will be kept in the program files.
 - The safety office will train the CDSC/CYDPC in hazard recognition and utilization of the indoor and outdoor safety checklist for the monthly review of the program.
- b) A list of potential high-risk locations and situations where a child might escape unnoticed from the group shall be posted in each activity room. Staff will use this list to plan for increased supervision in these high-risk locations and situations.

- c) Staff will be responsible for establishing and updating a checklist of locations to be assessed during evacuation to ensure complete surveillance of the building before an evacuation is declared complete. The checklist will identify usual and likely-to-be-forgotten locations such as under a cot, behind a sofa, in a toy chest, in a closet, kitchen, or bathroom.

- d) Staff shall follow the standard precautions recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other body fluids. Standard precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious. **See Appendix B-9 Glove Procedures and Appendix B-10 Cleaning Up Body Fluids.**

- Center management is responsible for developing the Blood-borne Pathogens Exposure Plan required by, and in accordance with, the United States Occupational Safety and Health Administration (OSHA) for any facility with employees, ensuring all staff members are trained in ways to protect themselves, and following recommendations for immunization against hepatitis b for those whose job includes the risk of exposure to blood.
- The bloodborne pathogens training program shall contain, at a minimum the items identified in the appendix of this instruction. The Child Development program shall ensure that all personnel with occupational exposure participant in the training program. Refresher training is required annually and the content minimum is contained in **Appendix B-13 Bloodborne Pathogens Training Requirements.**

- e) Field trips (walking or vehicular) shall be coordinated through the director and training and curriculum specialist. Each field trip requires notification to the installation child development coordinator and written parental consent for each child.

Written field trip procedures will be in place and distributed to all staff.

- The procedures will include: accident prevention, operation of motor vehicles, driver qualifications, use of seat belts, systems for recognizing children quickly, procedures for recovery of missing children, and general safety awareness. Training on field trip safety will be coordinated with the safety office.
- Planning for trips will include: mapping out routes in advance, locating rest rooms, identifying sources of water and telephones, checking the first aid kit to ensure it is properly supplied, and deciding how children will be identified during the trip (wearing of same colored tee shirts, name tags with program name not child's name, wristbands, hats, etc.).
- A minimum of two staff members shall supervise children on field trips. The same child supervision practices used in the child development center apply to field trips. Children may only use public rest rooms if a staff member accompanies them. Ratios will be predetermined jointly by the staff, center management, CDSC/CYDPC, and installation safety office for each trip. Ratios will be adjusted lower depending upon the level of risk during the field trip.
- The child development program shall maintain records of all field trips with information that includes locations, dates and times, names of participants and staff, and written parental consent for each event.
- The use of car seats and restraints will be coordinated with the local installation safety office and be in accordance with State law.
- Staff will have access to a cell phone to contact emergency personnel during field trips.
- When emergency medical services (EMS) transport of a child is necessary, staff familiar with the child will accompany the child in the EMS unit.

3. Regulatory Requirements

Objective: To identify the regulatory requirements to which all DLA Child Development Programs shall adhere in order to maintain DoD and DLA compliance. When there is conflicting information between requirements, the DLA Child Development Program Instruction takes precedence.

Government Policy

- DoDI 6060.2
- DoDI 4150.7
- DLA Inspections/DoD Certification Process
- DLA CDPET Requirements
- DLA Records Management Standard Operating Procedures
- DLA Approved Medication List.

National Standards

- Occupational Safety & Health Association (OSHA) Guideline 1910
- Consumer Product Safety Commission for Outdoor Playgrounds.

J. Safety

1. Accident Prevention

These requirements and the performance reference criteria are designed for your self-review and the HQ unannounced inspection to verify DoD Certification.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Identify potential accidents	172	R & O	100% compliance with posted procedures
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
2. Accident/incident forms	172	R	100% compliance with reporting procedures and use of incident form or unusual occurrence form
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
3. Notification to parents	172	R & I	100% compliance with established procedures of when and how parents are notified
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. First aid kits	172	R & O	100% compliance with first aid kit usage and supply levels
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
5. Emergency telephone numbers	172	R & O	100% compliance with posting of emergency telephone numbers and emergency contact information
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
6. Toys screened and monitored	173	R, O & I	100% compliance with routine screening and monitoring of toys for potential safety hazards to children
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
7. Furniture, furnishings, and equipment monitored	173	R, O & I	100% compliance with routine inspecting and monitoring of furniture, furnishings, and equipment (indoor and outdoor) for potential safety hazards
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
8. Facility inspection for safety hazards	173	R, O & I	100% compliance with use of classroom safety checklist daily
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
9. Children's clothing	174	R & O	100% compliance with policy of children's clothing monitored for appropriateness in relation to climate
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
10. Precautions for infant areas	174	R & I	100% compliance with daily monitoring for small objects and not allowing jewelry and barrettes
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
11. Precautions for infant areas (Cont.)	174	O & I	100% compliance with crib sides locked when occupied and mattresses kept low
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
12. Precautions for infant areas (Cont.)	174	O	100% compliance with continual and diligent monitoring of crawling area to maintain clear walkways to prevent infants form tripping
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
13. Precautions for infant areas (Cont.)	174	O	100% compliance with no pillows used for sleeping and no bumper pads allowed
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
14. Precautions for infant areas— propping infants	174	O & I	100% compliance with policy of infants always propped for support and staff in close proximity
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
15. Precaution for infant areas— picking up infants	174	O	100% compliance with policy that staff ensure hands are dry prior to picking up infants
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
16. Precautions for toddler areas	175	O	100% compliance with amount of play space and use of impact surface beneath all climbing equipment
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
17. Precautions for toddler areas (Cont.)	175	O	100% compliance with daily monitoring for small objects that could cause a choking hazard
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
18. Precautions for toddler areas (Cont.)	175	O	100% compliance with supervision being continual and diligent monitoring for opportunities that may cause toddlers to be injured
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
19. Precautions for preschool areas	175	O	100% compliance with room arrangement practices that provide ample room for children to move about freely (indoor and outdoors) and placement of block areas out of main traffic flow
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
20. Precautions for preschool areas—scissors	175	O	100% compliance with children having access only to blunt-end child scissors
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
21. Precautions for outdoor playground	175	R & O	100% compliance with outdoor checklist being completed daily
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			
22. Precautions for outdoor play equipment	175	R & O	100% compliance with all toys and equipment meeting the CPSC references and monitored to ensure good operating condition
Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)			
Correction Date (<i>Please circle one</i>): IL I 30 60 90			
Comments: <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
23. Precautions for outdoor play areas—chemicals	176	R	100% compliance with policy that only pre-approved chemicals are used
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

* The Method of Verification codes are R = review of records (when records are reviewed a minimum of 80% of total records will be reviewed), O = observation, and I = interview.

2. Safety Management

Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
1. Daily safety inspections	176	R & O	100% compliance with daily safety inspections and corrections
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
2. High risk locations	176	R & O	100% compliance with staff supervision in high risk locations is increased
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			
3. Universal precautions	176	R & O	100% compliance with Centers for Disease Control and Prevention in handling any bodily fluid that might contain blood or blood products as potentially infectious
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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Requirement	CDPI Reference (Page #)	Method of Verification*	Performance Reference
4. Field trip precautions	176	R & O	100% compliance with established procedures
<p>Rating (<i>Please circle one</i>): Commendable (blue) Met (green) Partially Met (amber) Not Met (red) Not Rated (purple)</p> <p>Correction Date (<i>Please circle one</i>): IL I 30 60 90</p> <p>Comments:</p> <hr/> <hr/>			

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